

**Minutes for the FULL MEETING of PORTREATH PARISH COUNCIL held on  
on Monday 1<sup>st</sup> November 2021, at Mary's Church Hall, 6:30pm**



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

**9023 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 the procedure for public participation highlighting the three minutes per person speaking with a maximum of 15 minutes public participation in total. The Chairman reminded councillors of the Code of Conduct and asked that all discussions be conducted in a manner in line with the code.

**9024 To confirm the minutes of meetings held on Monday 4<sup>th</sup> October 2021**

The Chairman proposed that that the minutes for the meeting held on 4<sup>th</sup> October 2021 be signed as constituting an accurate record of proceedings. This was seconded by Cllr. Jose, put to the meeting and carried unanimously.

**9025 To Receive Apologies**

The meeting notes apologies for Cllrs J. Tull and G. Tull.

**9026 Declaration of Interests**

Cllr Jose and the Clerk declared an interest in item 9 on the agenda.

**9027 To Witness Councillors signing the Declaration of Acceptance of Office Book (which was not possible at the time of taking office due to the restrictions placed upon the council by Covid-19 safety measures)**  
Cllrs. Stewart, Jose, Hitchen, Symonds, Goodwin, Kessell and Nash signed the Declaration of Acceptance of Office Register, witnessed by the Clerk & Proper Officer Lucy Jose.

As Chairman Cllr. Stewart signed the Declaration of Acceptance of Office Register, witnessed by the Clerk & Proper Officer Lucy Jose.

**9028 Public Participation Session, when members of the public may raise matters with Councillors, (limited to 3 minutes per speaker with a maximum of 15 minutes in total)**

A Representative of the cold-water swimming group the 'Blue Tits' addressed the meeting asking for the councils support in lobbying the MP George Eustice to vote against the dump of raw sewerage into the ocean. The representative spoke passionately about the issue detailing the effect the sewerage out pours have on the community and sea life.

The Chairman explained that action by the council couldn't be decided upon without the item being on the agenda, however agreed to write to the MP George Eustice on the matter with the consideration of adding the issue to the agenda for discussion at a later date.

The Chairman thanked the 'Blue Tit's representative and invited the council's Police Liaison representative to address the meeting.

The Police Liaison representative addressed the meeting informing councillors that the liaison meeting had now restarted. The representative reported that:

- Inspector Curtis talked about how officers have been released to support COP 26 in Scotland.
- Inspector Curtis' current priorities locally for Camborne/ Redruth are to engage with most vulnerable to prevent risk of harm, with a particular focus on Domestic Abuse.
- Additional resourcing is going into work around Violence against Women and girls. They are reviewing data to identify areas that may need particular focus within locations around West Cornwall.



- Extra resources identified to support Fireworks event at Heartlands. Not due to a specific risk but around volume of people expected to attend.

**9029 To receive the report of Cornwall Councillor Dave Crabtree, authorise any actions and consider any associated expenditure**

CC Crabtree gave apologies on behalf of Geoff Penhaligon, from the Office of George Eustice commenting that it would have been useful for him to be involved with the public participation discussion.

CC Crabtree informed the meeting that he had been made aware of the flooding issue at the Hub and he intends on setting up a meeting to discuss with all interested parties as soon as possible.

CC Crabtree informed the meeting that he had visited the parish with Kate Kennally Chief Executive of Cornwall Council, who had been impressed with the community gardening project at Forth Vein. CC Crabtree stated that they had also visited Lighthouse Hill and Ms Kennally concurred that signage for the parking area should be installed, CC Crabtree stated Ms Kennally showed interest in the devolution of the parking area to the council and informed the meeting he was still awaiting a response regarding funding.

CC Crabtree informed the meeting there was still Community Chest Funding available and interested groups should contact him for details.

Referring to the tidal Pool at Portreath Beach, CC Crabtree informed the meeting that the land was not registered and therefore no one currently takes responsibility for its maintenance, however Portreath Improvements Committee would be approached to see if they would be interested in becoming custodians of the area.

CC Crabtree commented that works to move the sand from against the harbour wall was scheduled for the next few weeks.

**9030 Planning**

The Chairman briefed the meeting on material matters relevant to planning applications for councillors to consider when formulating their consultee comments. The Chairman also exemplified non material matters that are not relevant when formulating consultee comments.

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

- i)** Alterations and extension to detached single family dwelling

**Tamarisk, The Incline, Portreath – PA21/09522**

Cllr Kessel proposed that members of Portreath Parish Council Support the proposal. This was seconded by Cllr. Jose put to the meeting and carried unanimously.

- ii)** Construction of a two storey rear extension to rear of existing dwelling and bridge access to steeply sloping garden

**17 Tregae Terrace, Portreath – PA21/09776**

The Clerk highlighted the comments of the planning, the consultee comments and the public comments available on the planning portal.

The meeting noted the objections from the neighbouring property, and commented that there is already significant overlooking and overshadowing between the two properties at present. The meeting noted the proximity to the cliff and the current lack of natural light to both properties.

The Applicant explained the proposal commenting that they had asked their architect to consider the overshadowing of the neighbouring property, which is why a pitched roof has been included in the design. The Applicant offered to remove some trees from their property to allow more light to the neighbouring property. The Applicant informed the meeting they were happy to comply with the recommendations of the World Heritage Site officer regarding the cladding in the design.

Cllr Hitchen proposed that Members of Portreath Parish Council support the proposal commenting that the planning officer would be best placed to suggest conditions for the

approval of the application. This was seconded by Cllr. Kessell, put to the meeting and carried unanimously.



iii) Non-Material Amendment to decision PA21/10189

**Upper Beach house, Smugglers Cove, Portreath – PA2101638**

The Chairman proposed that Members of Portreath Parish Council Support the proposal. This was seconded by Cllr. Jose, put to the meeting and carried unanimously.

iv) Application for outline planning permission with all matters reserved for the erection of a single detached dwelling

**Land Adjoining 1 Hillside, Portreath - PA21/10082**

Councillors studied the block plan for the proposal comment this that the outline application had little detail.

Neighbours of the proposed site spoke in objection to the proposal stating that the proposed was overbearing and over shadowing to the neighbouring properties as well as the total loss of privacy and light to the neighbouring property. The neighbour commented on the negative impact the proposed application would have on the only amenity space of their property.

Another neighbour commented that moving the proposed location of the dwelling to the bottom of the plot would lessen the impact on the neighbouring properties.

Councillors concurred that the proposal even at outline stages, suggested a three-storey dwelling and that this would have an unacceptable impact on the neighbouring dwellings.

Cllr. Jose proposed that Members of Portreath Parish Council object to the proposal due to the overbearing, overlooking, over shadowing effect and the loss of privacy on the neighbouring properties. This was seconded by Cllr. Goodwin, put to the meeting and carried unanimously.

(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 application PA21/09025 had been approved and planning application PS21/09730 had been withdrawn.

**9031 To respond to the road naming consultation by the developer of OS Field 6596 Bridge in the proposed naming of the road 'Bridge Meadows', authorise any action and consider associated expenditure**

Cllr. Jose and the Clerk declared an interest in the matter, Cllr. Jose left the meeting; the Chairman asked the clerk to remain present to record the minutes but informed the meeting that the Clerk would not be part of the discussion.

Cllr. Kessell proposed that members of Portreath Parish Council support the naming of the road in the development at OS Field 6596 Bridge, 'Bridge Meadows'. This was seconded by Cllr. Symonds, put to the meeting and carried unanimously.

**9032 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 £39,299.61 and the balance of the Savings Account stood at £30,220.13. The Bank statements were signed by Cllr. Goodwin.



- ii) **To approve the bank reconciliation for the month of October 2021**  
The Clerk presented the Bank reconciliation for the month of October 2021 to the meeting. This was approved by councillors and signed by Cllr. Goodwin.

- iii) **To receive the payment schedule for the period 1<sup>st</sup> October 2021 – 31<sup>st</sup> October 2021 and authorise payment of invoices received and payments scheduled for 1<sup>st</sup> November 2021– 30<sup>th</sup> November 2021**  
The clerk displayed the payment schedule with payments totalling £6285.33 for the period 1<sup>st</sup> October 2021 – 31<sup>st</sup> October 2021 and payments totalling £10088.50 for the period 1<sup>st</sup> November 2021– 30<sup>th</sup> November 2021.

The Chairman proposed that the clerk line up payments as listed in the schedule. This was seconded by Cllr. Symonds, put to the meeting and carried unanimously.

- iv) **To note any income received**  
The meeting noted income of £1102.50 payment from Cornwall Council, a Community Infrastructure Levy payment.
- v) **To note the increase of unit cost for the electricity for the public toilets from 20.53p to 32.78p effective from 7<sup>th</sup> November 2021**  
The meeting noted the price increase in unit cost for the electricity supply for the toilets, effective from the 7<sup>th</sup> November 2021.

**(b) Finance and Staffing Committee**

i) **General Report**

None

ii) **To review the 21/22 budget to 31/10/21**

The Clerk presented the budget review, stating that it had been completed prior to the receipt of the CIL payment.

iii) **To consider the draft budget for the year 22/23**

The Clerk presented the draft budget for 22/23, informing the meeting that finer details including the council tax base and CTS grant information had not yet been published by Cornwall Council and these would be update in due course.

The Clerk asked members to study the draft proposal and feedback any changes or suggestions by email so that the full budget can be approved at the December meeting of the council.

**(c) Clerks Report**

i) **General Report**

- **Planning Training:** The Clerk informed the meeting that two spaces had become available on a new date for the planning training hosted by CALC. The Clerk explained that the training clashed with the next full council and finance and staffing committee meetings. Cllr. Kessell expressed interest in attending the course and the meeting concurred that it would not be a good idea for a member of the finance and staffing committee to attend the training, the Chairman agreed to ask Cllr. G. Tull if they would like to attend the online training session.
- **Community Infrastructure Levy (CIL):** The Clerk asked members to study the document that was circulated with the CIL notification and consider how the monies received could be spent. The Clerk suggested that a councillor may like to volunteer to look at all planning applications since CIL was introduced to estimate the CIL income expected over the next few years to see if a significant sum would likely be received and how it could be used to benefit the community.
- **Action Plan:** The Clerk highlighted the action plan circulated with the minutes from the last meeting. The Clerk informed the meeting that this was a working document and would be frequently update and circulated between meetings.

ii) **To Confirm the conclusion of the Annual Accounting and Governance Return for the year ending 31<sup>st</sup> March 2021**

The Clerk confirmed that the audit process for the year ending 31<sup>st</sup> March 2021 had been completed and published as required by The Accounts and Audit Regulations 2015 (SI 2015/234) as amended by the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

**9033 Update on projects for the year 2021/22 expenditure**

**a) Former Public Toilets**

**i) General Update**

The Chairman reported that the EA pre planning advice report did not support the building of a further building next the public toilets for any use. The Chairman commented that CC Crabtree had been in contact with Mark Broomhead who had said the planning department would support an application on the site if the environment agency would support development, and that if the EA would not support development, he would assist in finding an alternate location for such building. CC Crabtree agreed to contract Mr Broomhead to see if would still offer this assistance.

**ii) Update on the feasibility study for the passing of the former toilet building the PIC, for use as a joint community venture, including office space of the Parish Council, authorise any action and consider associated expenditure**

The Chairman reminded councillors that the clerk had written to the Portreath Improvements Committee asking of their interest in obtaining the former toilet building for use as a joint community venture. Cllr. Kessell commented that the PIC would be meeting next week, so should provide a response shortly.

**b) Public Toilets**

The Chairman reported that a quote had been received from Cormac for the servicing of the Wallgate units and that the Clerk was going to further investigate both the quotes from Wallgate and Cormac. The Chairman commented that the service we currently receive from Wallgate was more than satisfactory.

The Chairman reported that he and Cllr. Jose had undertaken a number of small maintenance tasks over the last month and that they were currently scheduling fitting replacement hand rails in the disabled cubicle.

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

The Chairman reminded councillors that the NDP was now with the examiner, and that this process would likely take two months and that there may be some response from the examiner before Christmas.

**d) Signage**

**i) To approve the design for the Welcome to the parish of Portreath Signage**

The Chairman proposed that members of Portreath Parish Council accept the design for the Welcome to the parish signage. This was seconded by Cllr. Jose, put to the meeting and carried unanimously.

**ii) To Consider locations for the Welcome to the Parish of Portreath Signage**

Councillors considered various locations for the positioning of the signage.

The Chairman proposed that the signs be located:

- At the entrance to the Parish by Carvannel Farm (on the Coast Road)
- At the entrance to the Parish at the start of the new Tolgus Trail (by the new bridge)
- On Cot Road, by the Entrance to Gwel an Mor

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

The Chairman agreed to photograph the potential locations to be approved by highways. Councillors considered other locations where signage may be appropriate, but concurred to stick with the three main entrances to the parish at present.



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

The Clerk confirmed that preparations were going smoothly, but asked councillors for their support on the day stating that there would be a number of tasks that would need attention prior to the service and parade.

The Chairman agreed to source the sand bags required for the road signs. Cllr. Kessell confirmed he would assist with parking arrangements. Cllr. Nash and Goodwin agreed to make some cakes for the refreshments following the service.

**f) WAAF Site**

**i) General update**

None

**iii) Update on the proposals for the future of the WAAF Site, authorise any action and consider associated expenditure**

Referring to the Clerks report and attachments the Chairman confirmed that Councillors were familiar with all the supporting documentation.

Cllr. Hitchen commented that he had sourced a number of quotations for clearing the land, suggesting that this should be a priority for the council as the land was now a mess and that for developers to see the potential the site needed clearing.

The Chairman referred councillors to the archaeological report and the maps of the WAAF Site outlining the previous development on the land and confirming that there were a number of recorded badger sets on the land. The Chairman commented that he felt it was a waste of significant public monies funds clearing the site when there is extensive information outlining the site available. The Chairman also expressed concern on clearing the site when there are badger sets present and questioned if it was necessary as an investor had already expressed an interest in acquiring the land for development into affordable housing.

Discussion followed on the importance of providing much needed affordable housing for young people in the Parish. Cllr. Kessel commenting that truly affordable rental properties are very much needed in the Parish.

The Chairman highlighted the report from the Cornwall Community Land Trust (CCLT) seminar explaining that is exactly what they provide, and that this could either be done by passing the land to the CCLT for them to develop or by keeping control of the land and working with the CCLT. The Chairman urged councillors to watch the recording of the seminar and the Clerk agreed to circulate to all councillors.

Discussion followed touching upon other projects that would generate income for a project at the WAAF site. Cllr. Goodwin suggested that the council needed the assistance of an expert to move the project forward.

Discussion returned to the clearing of the site, with Cllr. Hitchen suggesting a vote on the matter. The Chairman asked where the funds for this would come from. Cllr. Kessell suggested borrowing the funds, Cllr. Goodwin suggested the finance & staffing committee study the budget to see if funds could be identified from the current budget.

Referring Councillors to the Council's Financial Regulations the Clerk strongly advised councillors that there needed the be at least three like-for-like quotations, before a decision was made to commit funds to clearing the land. The Clerk also strongly advised against clearing of the site until professional advice had been commissioned regarding the badger sets that are documented to be on the on the WAAF site.

The Chairman suggested that if funds could be found within the budget it be voted upon at the next meeting. Cllr. Kessell confirmed that he would source a third quote for the works.

Cllr Hitchen confirmed he would contact the contractors who had quoted for the clearing works to date, to ensure they had made provision for the Badger sets in their quotations.



**g) Love Portreath Climate Action Network (CAN)**

Cllr. Symonds updated members that the CAN would be meeting on the 11<sup>th</sup> November and hoped for more of an update at our next meeting. The Chairman confirmed that he would be attending the MVRG meeting on the 18<sup>th</sup> November, which will have a focus on the Green Initiative being planned by the MVRG councils

**9034 To consider the formation of a community speed watch group for the parish of Portreath, authorise any action and consider associated expenditure**

The meeting discussed the merits of having a community speed watch team The Chairman confirmed that he had eight volunteers who had committed to the scheme including one who would coordinate the group.

The Chairman proposed that Portreath Parish Council form a Community Speed watch Group. This was seconded by Cllr Jose. Put to the meeting and carried unanimously.

Two parishioners present at the meeting volunteered to join the group.

**9035 Report on the feasibility study for 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, authorise any action and consider associated expenditure**

The meeting noted that it was still awaiting confirmation from Cornwall Council on funds they would provide to support a devolution deal.

**9036 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 month of October that required follow up.

**b) General correspondence**

None

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

- **Planning Application PA21/09113.** The Clerk reported having received numerous emails highlighting the applicant's interpretation of bad practice of the council when formulating their consultee comment for the application. The Clerk commented that the complaints procedure had been sent to the applicant a who had stated that they did not wish to make a complaint themselves. The Clerk confirmed that a copy of the National Planning Policy Framework had been circulated to councillors at the request of the applicant.
- **Bollards at Chynance.** The Clerk reported receiving numerous requests from residents to support the permanent bollards being kept in-situ.

Cllr. Symonds declared an interest in the matter and did not participate in the discussion.

The Chairman invited members of the public present to address the meeting with their concerns, stating that there had been no formal notice of their removal received from Cornwall Council, and that the last formal correspondence from the council was that the fixed bollards would remain in place.

Three residents addressed the meeting in support of the fixed bollards remaining. The residents commented that the pedestrianised area should not be used by vehicles or used for general parking. The residents exemplified a number of incidents that had occurred on the pedestrianised area when the removable bollards were in place. The residents highlighted that the pedestrianised area had been so for many years and stated that access to the properties that face the beach should be via the Waterfront Inn carpark. The residents also stated that the deeds for their properties showed the area as a pedestrian with no vehicular access.

CC Crabtree confirmed that numerous representations had been received from residents whose access had been affected by the installation of the fixed bollards, who have stated that the deeds for their properties have vehicular right of way across the pedestrianised area.



The Chairman asked CC Crabtree to confirm the status of the bollards with Cornwall Council, and the Clerk to share the response with the parishioners once received.

- 9037 To consider the complaint received from a parishioner regarding the meeting held on the 4<sup>th</sup> October 2021, consider and agree any further actions required following the initial response of the Clerk as per the councils' complaints handling procedure,** authorise any action and consider associated expenditure  
The Chairman informed the meeting a complaint had been received regarding the discussion prior to the formulation of the planning comments for application PA21/09113.

The Chairman briefly outlined the complaint which had been shared with councillors previously, commenting that complaints about individual councillors are dealt with by the monitoring officer of Cornwall Council, which the complainant had been advised of, as well as supplied with a copy of the council's complaints procedure.

The Clerk confirmed that as per the complaints procedure they had responded to the complainant and addressed the issues within the complaint that could be dealt with by the council. Councillors confirmed that they had received and read a copy of the response.

The meeting noted that the complainant was not present at the meeting.

The Clerk asked the Councillors if they felt any further action needed to be taken and councillors concurred that the matter had been dealt with as per the complaints handling policy and that the matter was closed, unless the monitoring officer made contact with the council or the complainant contacted the council again.

- 3038 To give consideration to any applications received for grants/donations**

None

- 3039 To agree the date of the next meeting,** Monday 6<sup>th</sup> December 2021, 6:30pm

The meeting agreed that date of the next full council meeting would be Monday 6<sup>th</sup> December at 6:30pm. The Chairman reminded members that the Finance and Staffing Committee meeting would be held prior to the meeting at 6pm on the 6<sup>th</sup> December.

- 3040 Close of Meeting**

The Chairman thanked everyone for their attendance and participation and closed the meeting at 20:29pm.