

**Minutes of the FULL MEETING of PORTREATH PARISH COUNCIL  
on Monday 4<sup>th</sup> April 2022, held at Mary's Church Hall, 6:30pm**



Councillors: Chairman Mr. I. Stewart, Mr. B. Jose, Mr. M. Hitchen, Mrs. S. Nash, Mr S. Goodwin,  
Mr. J. Tull and Mr. R. Symonds  
Cornwall Councillor Dave Crabtree  
3 Members of the Public  
Lucy Jose, Clerk to the Council

**9125 Chairman's Welcome**

The Chairman welcomed those present to the meeting and explained procedures for the meeting. Highlighting the council's caution regarding Covid 19, the Chairman explained the scheme of Emergency delegation would remain in place.

**9126 To confirm the minutes of meetings held on Monday 28<sup>th</sup> March 2022**

Cllr. Goodwin proposed that the minutes for the meeting held on 28<sup>th</sup> March 2022 be signed as constituting an accurate record of proceedings. This was seconded by Cllr. Tull, put to the meeting and carried.

**9127 To Receive Apologies**

Apologies were received from Cllr. G. Tull. The Clerk confirmed Cllr. Kessell's intention to resign as councillor.

**9128 Declaration of Interests**

None

**9129 Chairmans Report**

- The Chairman informed the meeting that he had attended that recent CPIR meeting where much of the meeting was dedicated to wishing farewell to the outgoing community Link Officer. The Chairman informed the meeting that CEO of Cornwall Council had revealed to the group that Cornwall Council had declared an Ecological Emergency as well as a climate emergency. The Chairman reported that the group had not received this news well as it had been declared in January and not shared with anyone. The Chairman confirmed the CEO took onboard the suggestions of the group to tie in with the Climate action groups to work together producing a plan to go along side the declaration.

The Chairman informed the meeting that the CPIR group had debated the difficulties of encouraging affordable housing developments, the Chairman confirmed that they had championed the work this council is doing with Coastline Housing to bring an affordable house=ng development to fruition.

- The Chairman reminded Councillors about the ongoing Generation Expo event showcasing the regeneration of the CPIR area, encouraging Councillors to attend and look over the exhibition, which is running until the 8<sup>th</sup> April.
- The Chairman reported attendance of the 'building a conversation with your community' training that he had attended, suggesting that all councillors should book onto the session. The Chairman commented that this council needs to improve community engagement and suggested looking into the feasibility of conducting a survey of residents to gauge where they would like to see the precept spent.

**9130 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 Resident present raised concern over site safety at a development within the parish. The Chairman asked the Clerk to follow this up with building control.

**9131 Presentation from Love Portreath Climate Action Network (CAN), followed by short Q&A Session (maximum 10 minutes)**

The Chairman of Love Portreath CAN addressed the meeting, reminding Councillors that Portreath Parish Council had declared a Climate Change Emergency in January 2020, and that following this the CAN produced the Portreath Parish Climate Action Plan.

The CAN Chairman commented that the council had worked towards some of the actions identified in the plan, but acknowledged there were some that the council would struggle to meet. The CAN Chairman commented that there were around 30 contributors to the group at present and that the group were now meeting in person. The CAN Chairman commented that the pandemic had made it difficult to get the group running during 2020 & 21. The CAN Chairman highlighted a number of projects and achievements of the group to date:

- Merging with #Love Portreath to create Love Portreath CAN
- Working with Cllrs Nash and Symonds as link to this Council and Portreath Improvements Committee (PIC)
- Relaunch of a monthly beach and village litter pick, on the first Sunday of each month meeting at the Portreath Arms, 11am.
- The start of a signage project involving both the Parish Council and PIC encouraging visitors to be responsible with disposal of litter.

Moving forward the CAN Chairman commented that there were a number of projects coming up including:

- Lobbying of Cornwall Council to provide recycling points and additional bins in the village
- Hosting a Home Energy Even on the 5<sup>th</sup> May running from 3:30- 8pm, including activities for children, trade stands and speakers including a presentation 'demystifying energy bills'.
- Continuing to look into the feasibility of installing EV charging points within the parish.
- Lobbying Gwel an Mor to address the litter problem caused by the construction of further lodges.
- Creating a business showcase, to create a directory of businesses green credentials and to encourage local businesses to reduce their carbon footprint.

The CAN Chairman informed the meeting that representative continue to attend the CPIR Climate Action group meetings on behalf of the council and hope to attend the Green Energy Event in Chasewater in the coming weeks.

**9132 To receive the report of Cornwall Councillor Dave Crabtree, authorise any actions and consider any associated expenditure**

- **Tehidy Woods** - CC Crabtree confirmed that the Cornwall Council proposal in implements parking charges at Tehidy Woods had been pulled for now and that the park management, Cornwall Council and Illogan Parish Council were working together to look at ways the wood could become more profitable.
- **Chynance Bollards** - CC Crabtree confirmed that a date had been set with the affected residents, Cormac and a representative from Legal Services at Cornwall Council. CC Crabtree informed the meeting that they hoped this would draw a close on the matter but concurred that the final outcome may come after the meeting due to the legal service team's involvement.
- **Tregea Hill** - CC Crabtree confirmed that there had been no progress on the proposals this month, but they continue to chase Cormac for some action and have highlighted the desperate need for the bottom of the hill to be resurfaced. CC Crabtree confirmed that he was in regular contact with the head of Cormac on the matter.
- **Sand Build Up** – CC Crabtree informed the councillors, that following meeting with Cornwall Council, MP George Eustice and the Environments agency it had been agreed that the build up of sand on the beach against the Harbour Wall was not causing and damage and that in fact the wall was being protected by the sand and therefor no action would be taken to move the sand. CC Crabtree commented that it was thought the land was owned by the Duchy of Cornwall and in fact their responsibility to maintain.

**9132 Planning**

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

- i) Addition of 9 holiday lets to existing site with variation of condition 2 of decision PA15/07899 dated 26/11/2015

**North Coast Holiday Cottages, New Portreath Road, Redruth – PA22/02354**

Following short debate Cllr. Tull proposed that Members of Portreath Parish Council Support the Proposal. This was seconded by Cllr. Jose, put to the meeting and carried. Cllr. Hitchen abstained from voting.

ii) Extension of existing self-contained annexe

**Upper Beach House, The Annexe, Smugglers Cove, Portreath – PA22/02115**

The Chairman summarised the proposal, Councillors considered the planning history of the property. Councillors considered the design and the increase in mass of the proposal. Councillors raised concern that the development may cause harm to the ANOB and would be significantly bigger than the original converted garage.

Cllr Jose proposed that Members of Portreath Parish Council object to the proposal, on the grounds that the proposed would be over development of the site and the visual impact of the proposed within the Area of Outstanding Natural Beauty. This was seconded by Cllr. Goodwin, put to the meeting and carried unanimously.

iii) Works to trees subject to a Tree Preservation Order (TPO), works to include: T1 – remove branch from Holm Oak tree; T2 – remove 3 lowest branches from Ash tree; T3 – fell damaged Ash tree; and T4 – fell twin stemmed suppressed Ash tree.

**Bassets Acres Holiday Apartments, Glenfeadon terrace – PA22/02683**

Following short discussion Councillors unanimously **RESLOVED** to support this application.

iv) Application for a lawful Development Certificate for existing use for retention of caravan for use as a residential dwelling in the garden of 6 Greenfield Terrace

**6 Greenfield Terrace, Portreath – PA22/00202**

Prior to discussion of the details of the proposal, the applicant spoke in support of the proposal. Following short discussion Cllr. Goodwin proposed that Members of Portreath Parish Council support the application. This was seconded by Cllr. Jose, 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 that planning application PA22/02650 had been received since the preparation of the agenda and would be considered at the next meeting of the council.

(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

The meeting noted that the appeal for planning application PA20/10946 had been dismissed.

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

The meeting noted that planning applications PA22/00175 and PA21/12592 had been approved.

The Clerk reported that the planning officer had requested clarification of the council's intention with their comment for planning application PA22/12616. The Clerk confirmed that following email consultation with councillors that it had been confirmed with the planning officer that Portreath Parish Council supports the proposal outlined in application PA21/12616.

The Clerk reported a number of complaints from members of the public relating to development within the parish that was being carried out without planning consent.

The Clerk explained the enforcement process and that the council could not report on enforcement cases in meetings due to GDPR UK regulations.

The Clerk highlighted how to use the Cornwall Council Planning portal and the system for reporting developments that did not have planning consent via the Cornwall Council website. The Clerk confirmed that reports would be confidential and that the names of those lodging the reports would not be made available to the developers. The Clerk agreed to add details of how to report potential unlawful developments on the website and Facebook pages.

**(a) Finance**

- i) To receive report on the balance of the bank account  
The Clerk reported that on the 31<sup>st</sup> March 2022 balance of the current account stood at £19,524.14 and the balance of the Savings Account stood at £30,238.38. The Bank statements were signed by The Chairman.
- ii) To approve the bank reconciliation for the month of March 2022  
The Clerk presented the Bank reconciliation for the month of March 2022 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> March 2022– 31<sup>st</sup> March 2022 and authorise payment of invoices received and payments scheduled for 1<sup>st</sup> April 2022 – 30<sup>th</sup> April 2022  
Out lining the payment schedule the Clerk detailed payments made totalling £7107.72 for the period 1<sup>st</sup> March 2022 – 31<sup>st</sup> March 2022 and payments totalling £3952.00 due for payments in the period April 2022 – 30<sup>th</sup> April 2022.  
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.

The Clerk presented a schedule of outstanding payment for the year 21/22. Informing members that this would be useful when looking at the budget in the future. The meeting noted that there was £5718.00 committed from the 21/22 budget that had not yet been invoiced.

- iv) To note any income received  
The meeting noted income of £16.39 received as interest from Unity Trust Bank.  
Clerk suggested moving some funds across to the instant savings account in order to maximise any interest accruing. Councillors concurred that this made good financial scene and it was unanimously **RESOLVED** that the Clerk to transfer £10,000 to the Instant Access Account from the Current Account.
- v) To note 'Non-Domestic Rates Demand Notice 2022/23' from Cornwall Council for Public Toilets and Former Public Toilets, Beach Road Portreath.  
The meeting noted Zero charge for both buildings.

**(b) Finance and Staffing Committee Report**

- i) General Report  
Chairman of the Finance & Staffing Committee outlined the work of the committee since its formulation if the Committee in 2021, highlighting:
- Creating of the Terms of Reference for the Committee
  - Review of Clerks Contract
  - Review of the Clerks Job Description
  - 22/23 Budget Setting
  - 22/23 Precept Setting
  - Review of the Financial Regulations

Cllr. Goodwin thanked the Clerk for their support during the year and commented that the Clerk had kept a tight rein on the budget and that there had been no surprises throughout the year.

Cllr. Goodwin commented that the Council needed to consider its priorities, plans and ambitions prior to creating a three-year plan.

**(c) Clerks Report**

- i) General report
- **Training:** The Clerk encouraged councillors to look at the CALC training schedule and identify any training courses that they would like to attend. The Clerk suggested that they attend the SLCC South West Training Seminar in May, the first in person session since 2020.

The Council agreed that this would be beneficial to both the Clerk and the Council and **RESOLVED** that the Clerk should book this training.

- **Annual Parish Meeting:** The Clerk confirmed the date for the meeting as the 23<sup>rd</sup> May. The Clerk asked councillor to identify any groups that should be invited which may not already be on the invite list. The Clerk asked Councillor to support the event by donating refreshments to be served at the meeting.
  - **Audit:** The Clerk confirmed that both the internal audit and the Annual Governance and Accountability Review (AGAR) were now under way. The Clerk informed Councillors of the work involved for the process and indicated that they hoped to have the AGAR forms ready to sign off at the May meeting.
  - **Police Liaison Group Meeting:** It was confirmed that Cllr. G Tull would attend this meeting as the current volunteer was unavailable to attend.
  - **Cllr Kessell:** The Clerk informed the meeting that it was the intention of Cllr. Kessell to resign from his position as Councillor. The Clerk informed the meeting that once the Chairman had received a formal resignation the process to fill the position would begin. The Clerk outlined the process for replacing councillors and stated that in reality it was unlikely that the position would be filled before the June meeting.
- ii) **Platinum Jubilee**  
The Clerk reported that beacon had been ordered and that the Jubilee seeds had arrived ready for distribution to the school and preschool. The Clerk commented that they would advertise the remaining seed packs on the website and Facebook pages.
- iii) **Ratify the decision made under delegated authority to make a donation of £250 to Disasters Emergency Committee Ukraine Appeal, in support of the Portreath Community Fundraising Group coffee morning & Raffle. (Donation made under GPoC General Power of Competence)**  
The Council unanimously **RESOLVED** to Ratify the decision made under delegated authority to make a donation of £250 to Disasters Emergency Committee Ukraine Appeal, in support of the Portreath Community Fundraising Group coffee morning & Raffle. (Donation made under GPoC General Power of Competence)

**9134 Update on projects for the year 21/22, authorise any action and consider associated expenditure**

**a) Former Public Toilets**

- i) **General update**  
The Chairman confirmed that the former toilets are currently being used as a council store area, and therefore regularly visited by councillors and staff.
- 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 Clerk reported correspondence from PIC indicating that they no longer wish to peruse the transfer of the former public toilets.

**b) Public Toilets**

The Chairman confirmed that the skirting had been fitted in the toilets to protect the walls when the contractors are mopping.  
It was confirmed that the toilets had moved to all cubicles being open daily from the 1<sup>st</sup> April. The meeting noted that the facilities had been overwhelmed during the recent period of fine weather, and there had been a number of complaints about cleanliness.  
Cllr. Jose outlined the ongoing minor maintenance that had arisen during the month of March.

**c) Neighbourhood Development Plan (NDP)**

The chairman summarised the NDP stating that following the examination of the document there were a number of pieces of work that needed completing prior to referendum. The Chairman confirmed that he and Cllr. Goodwin were in communication with Cornwall Council to ensure this work is completed, the meeting noted that at this stage it was the responsibility of Cornwall Council to undertake the majority of the work.

**d) Signage**

The Chairman confirmed that the signs had been collected and look fantastic. The Chairman commented that they are still awaiting the confirmation of the excavation licence, but the date for the signs being installed was the 27<sup>th</sup> June.

The Clerk confirmed that they were in Contact with the Clerk at Illogan Parish Council to arrange their sign being fitted back-to-back with this council's sign on Cot Road.

**e) Technology**

Cllr. Goodwin confirmed that work was under way to replace the dated laptop the Clerk uses and that work was also underway to identify a replacement projector.

**f) WAAF Site**

**i) General update**

The Chairman confirmed that there was no maintenance work required at the WAAF site at present.

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

- General Up date

The Chairman confirmed that following the last meeting Mr Boorman-Hewitt had been informed of the council's intention to sell the WAAF site to Classic Builders and Coastline housing for an affordable housing development. The Chairman confirmed that the solicitors had been instructed to act on behalf of the council and that the valuation survey had been carried out.

The Chairman asked that a progress report of the project be shared on the website and Facebook pages.

Cllr. Hitchen requested that discussion of the Future of the Former Public Toilets be added to the agenda of the next council meeting for discussion following the response from the PIC, turning down the offer of a transfer of the asset.

**9135 To receive various items of correspondence, authorise any action and consider associated expenditure**

**a) Correspondence circulated by email**

None

**b) General correspondence**

None

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

None

**9136 To give consideration to any applications received for grants/donations**

None

**9137 To agree the date of the next meeting, Monday 9<sup>th</sup> May 2022, 6:30pm**

The meeting unanimously **RESOLVED** that the date of the next full meeting of the council would be Monday 9<sup>th</sup> May 2022.

**9138 Close of Meeting**

The Chairman thanked everyone for their attendance and participation and closed the meeting at 20:09.

9<sup>th</sup> May 2022

Chairman – Cllr.