

Minutes from the FULL MEETING of PORTREATH PARISH COUNCIL
Held on Monday 4th September 2023, at St. Mary's Church Hall, from 6:30pm



Councillors: Mr. I. Stewart, Mr. J. Tull, Mrs G Tull (from point indicated), Mr. M. Hitchen, Mrs. S. Nash & Ms. J. Parker
Cornwall Councillor Dave Crabtree
PS Wardman – Community Beat Manager
8 Members of the Public
Lucy Jose, Clerk to the Council

Abbreviations:

CC	Cornwall Council
EA	Environment Agency
CPIR	Camborne Pool, Illogan & Redruth & the Mining Villages
MVRG	Mining Villages Regeneration Group
CAP	Community Area Partnerships
NDP	Neighbourhood Development Plan
PIC	Portreath Improvements Committee
CALC	Cornwall Association of Local Councils
SLCC	Society of Local Council Clerks
CAP	Climate Action Plan
CAN	Climate Action Network
HOT	Heads of Terms
TOR	Terms of Reference
FOI	Freedom of Information
CIL	Community Infrastructure Levy
FSCS	Financial Services Compensation Scheme
CLUP	Community Levelling Up Program

23214 Chairman's Welcome

The Chairman welcomed those present to the meeting and explained procedures for the meeting, highlighting the standing orders relating to public participation in meetings.

23215 To confirm the minutes of the full council meeting held on Monday 3rd July 2023

Councillors unanimously **RESOLVED** the minutes for the meeting held on 3rd July 2023 be signed as constituting an accurate record of proceedings.

23216 To confirm the minutes of the planning meeting held on Monday 31st July 2023

Councillors unanimously **RESOLVED** the minutes for the planning meeting held on 31st July 2023 be signed as constituting an accurate record of proceedings.

23217 To Receive Apologies

The meeting noted apologies from Cllrs Goodwin and Webb.

23218 Declaration of Interests

None

23219 Chairmans Report

Councillors noted the Chairman's report.

23220 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 parishioner addressed councillors stating their disappointment in Cllr. Goodwin's use of the phrase during the meeting on the 31st July 'supporters of the affordable housing development felt intimidated by the climate activists, which is why they had not attended this meeting'. The parishioner commented that the event hosted by coastline housing was disorganised and should not be considered a consultation.

PC Wardman introduced themselves to the meeting stating that they had recently take up the role of Community Beat Manager for the area. PC Wardman summarised the crime report for Portreath for the previous month. PC Wardman commented on reports of speeding in Bridge and informed the meeting that colleagues would be conducting speed monitoring in the area.

Cllr. G Tull joined the meeting.

20221 To receive the report of Cornwall Councillor Dave Crabtree, authorise any actions and consider any associated expenditure

The meeting noted the report of Cllr. Crabtree.

23222 To receive a report from Cornwall Councillor Dave Crabtree asking for support in lobbying for a reduction of the speed limit along Cot Road from 60mph to 40mph, authorise any actions and consider any associated expenditure

The meeting noted the comments of Cllr. Crabtree from his earlier report.

Following discussion Councillors unanimously RESOLVED to lobby Cornwall Council for a reduction in the speed limit along Cot Road from 60mph to 40mph.

23223 Planning

(a) To give consideration as consultees to:

i) **PA23/04696 | Conversion of existing garage to an annexe | 1 Greenfield Villas Penberthy Road Portreath Redruth Cornwall TR16 4LS**

Members of Portreath Parish Council unanimously RESOLVED to support this proposal, but request that a condition is attached to any planning consent as may be issued limiting occupation so as to ensure the unit remains incidental to the host dwelling.

ii) **PA23/06361 | Proposed two storey side extension and single storey rear extension | 4 Tregea Close Portreath Redruth Cornwall TR16 4TR**

Members of Portreath Parish Council unanimously RESOLVED to support the proposal.

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

The Clerk informed the meeting that planning applications PA23/05263 & PA23/05264 had been received since the preparation of the agenda and would be included for discussion 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

The meeting noted the response during August to the 5day notice for planning application PA23/01766, requesting that the applicant be determined by the planning committee.

(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 PA23/00975, PA23/04429 & PA23/04260 had been approved.

23224 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 31st August 2023 balance of the current account stood at **£14,927.40** and the balance of the Savings Account stood at **£58,648.19**. The Bank statements for the months of July and August were signed by the Chairman.

ii) **To approve the bank reconciliation for the month of July 2023**

The Clerk presented the Bank reconciliation for the month of July 2023 to the meeting. This was approved by councillors and signed by the Chairman.

iii) To approve the bank reconciliation for the month of August 2023

The Clerk presented the Bank reconciliation for the month of August 2023 to the meeting. This was approved by councillors and signed by the Chairman.

iv) To receive the Payment Schedule for the period 1st July – 31st August 2023 and authorise payment of invoices received, and payments scheduled for 1st September 2023 – 30th September 2023

Outlining the payment schedule the Clerk detailed payments made totalling £14,726.49 for the period 1st July 2023 – 31st August 2023 and payments totalling £16508.00 due for payment in the period 1st September 2023- 30th September 2023.

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

v) To note any income received

The meeting noted income of £13.80 received during the months of July and August, donations towards the running of the toilet, generated by the BOPP QR codes.

vi) Budget Review

The Clerk summarised the budget commenting that in most areas the budget was projected to come in within budget. The Clerk informed the meeting that council had started the year with £61,163 which was £ 15,000 more than forecast, meaning free reserves of £15,000. The Clerk commented that it is difficult to forecast CIL income and the monies generated by the use of the BOPP app. The Clerk commented on expenditure under the projects heading which had previously been unbudgeted, however the successful grant application allowed for further expenditure in this area.

The Clerk advised councillors to be cautious with the use of the free reserves, as, due to an error in the paperwork for the toilet maintenance tenders, monies would need to be used to cover the shortfall in the budget.

(b) Clerks Report, authorise any action and consider associated expenditure

i) General report

- The Clerk reported a busy month with annual leave and significant volumes of correspondence to address regarding the former WAAF Site, which is taking a disproportionate amount of their time to address.
- The Clerk informed the meeting that to date they have worked 56 hours over contracted hours for the year.
- The Clerk confirmed that the community catch up sessions would resume on the 7th September.
- CAB - The Clerk requested permission to purchase the 13th edition of the Arnold-Baker on Local Council Administration Book at a cost of £137.00. Councillors approved this expenditure.

ii) D-Day 80

The Clerk highlighted the guidance for making this occasion and asked councillor to consider if they wanted to be involved. Councillors concurred to make a decision once PIC had been contacted to see if they had plans for this event.

iii) FSCS annual Review 2023

The Clerk informed councillors that they had confirmed the council's eligibility for the FSCS to Unity Trust bank as part of their annual review.

**iv) Review the councils working action plan
Councillors**

Reviewed the working document and removed items which had been outstanding for several months. The Clerk agreed to action a number of outstanding points on the list.

- v) **To approve expenditure on DBS checks for councillors and volunteers working with vulnerable members of the community**, authorise any action and consider associated expenditure

Following discussion members of Portreath Parish Council **RESOLVED** to authorise expenditure on DBS checks for councillors and volunteers working with vulnerable members of the community, including signing up to the annual update service.

- 23225 Consider system for council policy review**, authorise any action and consider associated expenditure
Councillors agreed to defer consideration of this agenda item to the October meeting of the council.
- 23226 To adopt the revised Dignity at Work Policy**, authorise any action and consider associated expenditure
Members of Portreath Parish Council unanimously **RESOLVED** to adopt the revised Dignity at Work Policy.
- 23226 To Review the Fire Emergency Procedures Policy**, authorise any action and consider associated expenditure
Members of Portreath Parish Council unanimously **RESOLVED** to adopt the reviewed Fire Emergency Procedures Policy.
- 23227 To note the Fire Extinguisher Health & Safety Procedure**, authorise any action and consider associated expenditure
Members of Portreath Parish Council noted the Fire Extinguisher Health & Safety Procedure.
- 23228 To review of the Grant Policy and Application Form**, authorise any action and consider associated expenditure
Members of Portreath Parish Council unanimously **RESOLVED** to adopt the reviewed Grant Policy and Application form.
- 23229 To approve and adopt the co-option policy**, authorise any action and consider associated expenditure
Members of Portreath Parish Council unanimously **RESOLVED** to adopt the co-option policy.
- 23230 To approve the use and content of the co-opting application form**, authorise any action and consider associated expenditure
Members of Portreath Parish Council unanimously **RESOLVED** to approve the use and content of the co-opting application form.
- 23231 To receive an update on the Parish Emergency Plan**, authorise any action and consider associated expenditure
Cllr. G. Tull update the meeting stating that all roles in the team are now filled and all members of the team are awarded of their responsibilities and role. Cllr. Tull confirmed that the group coordinator had approved the revised plan and that they awaited the coordinators instruction for the next steps.
- 23232 To note the resignation of Cllr. Symonds**, authorise any action and consider associated expenditure
Councillors noted the resignation of Cllr. Symonds. The meeting noted that parishioners had not called an election to fill the vacancy and that the vacancy could now be filled by the method of co-option.
The Chairman thanked Cllr. Symonds for his input and work with the council over the past 4 years.
- 23233 To approve the proceed and timescales for filling the casual vacancy**, authorise any action and consider associated expenditure
The Clerk suggested a timescale for filling the vacancy:
- Advertise the vacancy w/c 11th September
 - Closing date for applications Friday 13th October 2023
 - Applications collated; confirmation applicants are qualified to stand as councillor, applications circulated to councillors w/c 16th October 2023
 - Applicants contacted w/c and invited to November Council meeting no later than 1st November 2023
- Councillors agreed with the timescales and asked the Clerk to advertise the vacancy.

a) Former Public Toilets

i) General Update

None

ii) Update on the progression of the redevelopment of the building

The Chairman informed the meeting that he and Cllr. Webb had met with the CLUP facilitator who had offered assistance with the CLUP application. The Chairman confirmed that they were meeting again this week with the CLUP facilitator with the hope of submitting the application by the 11th September deadline, providing the council approves its submission.

The Chairman confirmed in preparation they had completed the application form, tender documents, received the QS report, which they had passed to Cllr. Hitchen to scrutinise as the cost was significantly more than the council had expected. Following the scrutiny the Chairman informed the council that the cost was within the parameters for the grant application. The chairman informed the meeting that they had carried out a parish survey over the weekend regarding the future of the former toilets. The Chairman informed the meeting that to date the majority of responses were favourable for the redevelopment.

iii) To approve the submission of the Community Levelling Up Program application for funding the redevelopment of the toilets

Councillors unanimously **RESOLVED** approve the submission of the Community Levelling Up Program application for funding the redevelopment of the former toilets.

b) Public Toilets

The Chairman reported several instances of reactive maintenance required in the public toilets including the replacement of lighting in several cubicles and the replacement of broken door locks.

c) WAAF Site

i) General update

The Chairman reported that on a recent visit to the site it had not been possible to access the area where the Japanese Knotweed had been treated earlier in the year. The Chairman confirmed that the contractor was due to visit and treat as necessary.

ii) Update on the potential 100% affordable housing development of the Former WAAF Site

The Chairman informed the meeting that following their request Love Portreath CAN had instructed Cornwall Environmental Consultants (Cornwall Wildlife Trust) to carry out a phase 1 ecological survey at the Former WAAF Site which would be taking place on the 6th September.

The Chairman gave a brief update from Coastline Housing stating that they intend on carrying out further ground water monitoring and ecological surveys in the coming weeks. This work would require some minimal clearance of the site which would be carried out following the approval of the ecologists.

The Chairman confirmed that Classic Builders were still on track to submit the application by the end of September.

Parishioners expressed concern at the further clearance of the land.

Councillors highlighted that a third of the proposed site would be allocated for wildlife habitat.

iii) Request from Love Portreath for

- **Portreath Parish Council to agree that no further clearance – alterations is done on the land until the planning application is decided upon/public have been genuinely consulted on regarding any future use should the application fail.**

The Clerk advised against making this resolution due to the legal agreements with the neighbouring property owners, Classic Builders and the responsibility of the council to maintain the borders with the highway.

Following discussion members of Portreath Parish Council concurred that they cannot agree to the request from Love Portreath due to legal responsibilities in place.

23235 Climate Action Plan: To consider the Medium and Longer Term Goals, policy 7. Building a stronger, healthier and more resilient community, as set in the in the Climate Action Plan adopted in 2020, identify

actions to be implemented, authorise any action and consider associated expenditure

The meeting considered the policy and looked at their achievements to date from the suggestions in the CAP. The meeting concurred that they could always do better in meeting the targets and acknowledged that actions were not limited to the suggestions in the CAP.

23236 To Appoint two councillors to the Climate Action Working Group, authorise any action and consider associated

The Council volunteered four councillors (Cllrs. Hitchen, Goodwin, Webb & G Tull) to sit on the working group.

23237 To receive various items of correspondence, authorise any action and consider associated expenditure

a) Correspondence circulated by email

None

b) General correspondence

- **Various thank you correspondence:** The Clerk informed the meeting of a number of thank you cards received over the summer.
- **Various correspondence relating to the WAAF Site from a parishioners:** The Clerk detailed correspondence objecting to the WAAF Site development. Councillors approved responses to the correspondence and asked that the Clerk publish the responses on the council website under the FOI heading.
- **Notification of proposed development at RRH Portreath:** Councillors noted this correspondence and advised the Clerk to respond thanking the sender for tier correspondence.

c) Correspondence received since the preparation of this agenda

- General complaint regarding the tidiness of the village from a visitor to the parish.
- Report of significant damage to a moving vehicle near to the public toilets
- Safeguarding training
- Climate Action Working Group Update

23238 To give consideration to any applications received for grants/donations

None

23239 To agree the date of the next meeting, Monday 2nd October,

Councillors agreed the date of the next full meeting of the council be Monday 2nd October, 6:30pm

23240 Close of Meeting

The Chairman thanked everyone for their attendance and participation and closed the meeting at 20.38.

2nd October 2023

Cllr. Mr. Ian Stewart