

PORTREATH PARISH COUNCIL

Minutes for the MEETING of PORTREATH PARISH COUNCIL be held at Portreath C.P School,
Penberthy Road, Portreath on Monday, 4th February 2019, 6:30pm – 9pm.

Present: Councillors Mr. C. Matijasevic, Miss. L Frazer, Mr. B. Jose, Mr. S. Kendall
Simon Jeffery – The Environment Agency
6 Members of the public

8390 Chairman's Welcome and Safety Information

The Chairman welcomed councillors, guests and members of the public to the February Meeting of Portreath Parish Council, highlighting procedures in case of emergency. He informed the meeting that agenda items 8 and 9 would be heard in reverse order to allow members of the public present at the meeting to leave following the planning decisions. Members noted the resignation of Councillor Reynard. The chairman asked the Clerk to write a letter of thanks for Cllr's commitment to the council.

8391 To Receive Apologies

Apologies were recorded from Cllr. Hitchen, Cllr. Ilett and CC. Duffin.

8392 To Receive Declarations of Interest

The Chairman declared an interest in planning application PA18/11202.

8393 Public Participation Session: When members of the public may raise matters with Councillors

The chairman invited members of the public to address councillors.

A resident of Green Lane highlighted the dismissal of the appeal for planning application PA18/01299 recommending that members read the reasons for dismissal of the proposal for future reference.

8394 To confirm the minutes of the meeting held on Monday 7th January 2019

Cllr. Frazer proposed that the minutes for the meeting held on 7th January 2019 be signed as constituting an accurate record of proceedings. This was seconded by Cllr. Jose, put to the meeting and carried.

8395 To receive the report of Cornwall Councillor Joyce Duffin, authorise any actions and consider any associated expenditure

Members noted that CC Duffin was at the St Agnes Parish Council meeting and the Chairman asked that prior to her having time off she provides the Parish Council with an update on all current projects.

8396 To receive update on the rebuild of the former coal yard wall, authorise any actions and consider any associated expenditure

The Chairman summarised the latest update from the Environment Agency regarding the progress of the rebuilding of the Former Coal Yard Wall highlighting: That by the 18th February all the concrete will be poured. The replacement of the concrete steps and reinstatement of the slipway had been confirmed and that works were due to be complete by Easter weekend.

8397 Planning

(a) To give consideration as consultees to:

i) Proposed replacement of substandard dwelling

Newstead, Penberthy Road, Portreath – PA18/11202

Asking Cllr. Frazer to lead the discussion The Chairman declared an interest in this application and left the meeting.

The Clerk read the positive comments of the planning officer to the meeting. Following short discussion, proposed by Cllr. Jose and seconded by Cllr. Kendall members of Portreath Parish Council resolved to support this proposal.

The Chairman re-joined the meeting.

ii) Subdivision of the existing dwelling to form two separate dwellings

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8-9 Harbour Terrace, Portreath – PA19-00011

The Chairman explained the location and history of the proposed.

The Clerk read the comments of planning officer highlighting what would be considered following a site visit.

The Chairman invited Mr Montague, planning agent for the applicant to address councillors. Mr Montague confirmed there would be little difference to the look of the building and that the current plan provided parking for two vehicles for one of the dwellings, but was open to providing one space to each of the dwellings at the front of the property.

Councillors considered the proposal and commented that with regards to parking that splitting the dwelling was unlikely to have an effect on the number of vehicles at the property.

Councillors concurred that there was nowhere for additional parking within the curtilage of the property. Cllr. Frazer enquired of the timing of the splitting of the properties. Mr Montague stated that a changing market had led to the decision to split the property.

Cllr Frazer proposed that members of Portreath Parish Council raise no objections to this proposal, however request that parking arrangements are given careful consideration if the planning officer is minded to approve this application as the current proposal only gives parking for one of the dwellings. This was seconded by Cllr. Jose, put to the meeting and carried.

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

Members noted that there had been no notification of new planning applications since the preparation of the agenda.

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

Members noted that there were no matters referred to the council under the 5-day notice protocol.

- (d)** To note any planning appeals

Members noted that planning application PA18/01299 had been dismissed at appeal. Upon the recommendation earlier in the meeting the Chairman urged members to look at the report regarding the appeal decision.

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

Members noted that planning applications PA18/10810 and PA18/11865 had been approved and that application PA18/11111 had been refused.

The Clerk reminded members and the public that due to GDPR, enforcements could no longer be discussed at meetings and updates were no longer available from enforcement officers.

- 8398** To receive an update regarding the government funding of £4 million for Flood Alleviation Schemes in Portreath from Simon Jeffery, Environment Agency, confirm details for the public consultation, authorise any actions and consider any associated expenditure

Giving a brief update on the recent visit to bridge and the upcoming public drop in session Simon Jeffery presented members with details of the proposed flood alleviation project for the Portreath stream. The presentation was supported by a slide presentation and highlighted the origins of funding and a detailed explanation of the topography of the area and detail of the areas of flood risk that were of concern. Mr Jeffery explained the preferred option of flood alleviation, attenuation ponds and the locations that would be best suited for the project and followed with information on smaller side projects that it was hoped that can be included within the project. Councillors asked a number of questions about the project, including the future of the measures and how they would be maintained. Mr Penhaligon from the office of George Eustice asked a number of questions focusing on risk of pollution to bathing waters from the project. Mr Jeffery gave assurance that detailed research would be conducted prior to works commencing and measures would be put in place to minimise the risk of pollution incidents occurring.

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8399 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 the balance of the current account stood at £21,713.05 and the balance of the Savings Account stood at £20,033.11.
- ii) To approve the bank reconciliation for the month of January
The Clerk presented the Bank reconciliation for the Month of January 2019 to the meeting. This was approved by councillors and signed by the Chairman.
- iii) To receive the Payment Schedule for the period 4th February 2019 and authorise payment of invoices received
The clerk displayed the payment schedule with payments totalling £3441.80 for the period 7th January – 4th February 2019 and the payments totalling £2797.21 scheduled for 4th February – 4th March 2019. The Chairman proposed that the clerk line up payments as listed in the schedule. This was seconded by Cllr. Frazer put to the meeting and carried.
- iv) To Note Any Income Received
Members noted income of £2500.00 received from Groundworks UK. This was the grant money applied for by the NDP SG
- v) Agree to update the signatories of the Parish Council Bank accounts
Members discussed the signatories and the process when members join or leave the council. The Chairman proposed that on joining the council members are automatically added to the banking mandate as signatories and that such responsibilities be relieved upon resignation or at time of election should membership cease.
This was seconded by Cllr. Frazer put to the meeting and carried.
- vi) Budget Review
The Clerk displayed the budget spread sheet to the meeting via the screen. The Chairman summarised spending to date. The Clerk indicated to councillors that if spending continued at the predicted rate there would be a significant amount of funds remaining in the account and that this needed to be a consideration when looking at the 20/21 budget and precept as council should not be holding large sums as reserves, but consideration should also be made to a contingency.

(b) Highway matters

There were no highways matters raised.

(c) Footpaths

The Chairman informed members that the next meeting of the Mineral Tramways group would be held on the 12th February, but no representative of the council was available to attend. The chairman commented that the objectives of the group, to survey all the mineral routes had not yet been met, and members should make time to re-join the group when these objectives had been fulfilled.

(d) Public toilets

- i) To receive the Chairman's report regarding the new Public Toilets
The chairman update members on the situation regarding the door repair commenting that he had received a further quote for the repair which was cheaper than the previously discussed quote. The work had now been completed. The Chairman informed members that although the police had said they would pay for the works, this should not have been the case, so therefore them paying for these works was taking an unreasonable amount of time so the Chairman proposed that this council pays the invoice to ensure the contractor is not out of pocket whilst the police sort the matter out. This was seconded by Cllr. Jose put to the meeting and carried.
The Chairman informed members the first service visit from Wallgate would take place in march. Cllr. Kendall enquired about lighting during the hours when the toilets were closed,

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commenting that the individual cubicle lights were often on overnight. The chairman agreed to look into this.

ii) To receive the Chairman's report regarding the Former Toilets

Cllr. Frazer addressed members reminding them of the suggestions from the public consultation stating that heritage information point, artists space and parish office were all suggested a number of times. Discussion followed about the possible uses for the building. Members concurred that storage for the beach wheel chairs should be included somewhere within the plans.

Cllr. Frazer proposed that the project be progressed to the next stage to gather quotes for design, permissions and works to, remodel the building to include Parish Council storage in the current disabled toilet area accessed from the main building. To remove all other internal walls and amend access points to allow access from the former gent's toilet entrance and emergency access from the service corridor door and remove the access point to the current ladies' toilets area. Create a separate storage area for the beach wheel chairs. With view to the space being used as parish office and meeting room, available to hire for small groups, an information point for locals and visitors and the inclusion of heritage information displays. With finer detailing of the management of the building to be considered further into the project. This was seconded by Cllr. Jose, put to the meeting and carried.

Cllr. Jose highlighted a slipped tile on the roof of the building and the Chairman agreed to ask MP Developments to address the issue.

(e) Members reports on various meetings

There were no member reports on meetings from January.

(f) Clerks Report

- The Clerk reported a successful meet the clerk session at Bridge last week with Simon Jeffery in attendance. The Clerk commented that a venue for the Feb Meet the Clerk needed to be secured, the Chairman recommended that the sessions resume in March.
- The Clerk informed members that she would be taking a week's holiday in February, split between the Half Term and one day the following week to ensure a manageable workload on return to the office.
- The Clerk informed members that she had now registered to reclaim VAT online, and although the process had been longwinded and complicated that the actual claiming of VAT would be straight forward, and would reclaim the VAT for 17/18 and 18/19 after the end of this financial year.

(g) Website, Social media and IT

Cllr. Frazer commented that the website and social media were working well and stated that it was good to be able to see the social media feeds on the website.

8400 Local Maintenance Partnership Offer, LMP 19/20 authorise any actions and consider any associated expenditure

The Clerk highlighted the LMP 19/20 offer of £267.65 received from Cornwall Council.

Following short discussion, proposed by Cllr. Frazer, seconded by The Chairman members of Portreath Parish Council resolved to turn down Cornwall Councils LMP 19/20.

8401 Vacancy in Office of Parish Councillor, agree schedule for filling of casual vacancy, authorise any actions and consider any associated expenditure

The Clerk reported that the vacancy had been reported to Cornwall Council on receipt of the resignation letter from Cllr. Reynard and that Cornwall Council had published the Vacancy in Office of Parish Councillor which will run until 14th February 2019, where Cornwall Council will confirm if an election is required or not. Upon confirmation that there is not an election required the council may then co-opt a new member.

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The Clerk commented that due to the timings of the advertisement and her planned February holiday that it was unlikely that the vacancy would be posted until the 25th Feb, leaving only a week until the March meeting for people to apply for the vacancy, which the Clerk advised was not reasonable time for people to apply. The Chairman expressed concern that leaving the position vacant for longer than necessary may be detrimental to the running of the council.

Following discussion councillors agreed that should the confirmation be received on or before the 14th February that there would be no election the co-option process should be started for co-option at the March meeting. However, if the confirmation was received once the Clerk was on Holiday the co-option would be posted with the March Agenda for Co-option at the April meeting.

8402 Internal Audit

a) Recommendations from the 2017/18 audit

The Clerk reminded members that the 18/19 Internal Audit was looming and suggested that it would be prevalent to look at the recommendations of the 16/17 and 17/18 as priority over the coming weeks to ensure they were addressed or scheduled prior to the 18/19 audit being carried out.

i) Organise and implement a schedule for monitoring internal controls

The Clerk advised that informal internal monitoring of the councils' systems should be taking place at regular intervals. The Chairman referred to the size of the council stating that there were only seven members and that he felt that there were already adequate systems in place for monitoring the finances, commenting that at least 3 people see every transaction prior to it being authorised and the payment schedules, bank statements, bank reconciliations were viewed by councillors at every meeting and signed off by the Chair. The Clerk agreed to write the process into a policy for members to sign off at a future meeting.

ii) Update on the review on the improvements to the Asset register.

Due to Cllr. Ilett being absent from the meeting there was no update on the improvements to the Asset register, however The Chairman recommended that the Clerk contact Cllr. Ilett for an update on this matter.

iii) Review of the NALC model standing orders, agree actions for adoption.

The Clerk highlighted the need to adopt an updated set of standing orders, and presented members with a copy of the 2018 Model document published by NALC, suggesting that the document needed reading and adapting to suit this council. The Clerk explained that it was a sizable chunk of work and that once a draft had been prepared it would need to be presented to members at a meeting for approval and then at the following meeting formally adopted by members.

iv) Review schedule of improvements set in the 16/17 and 17/18 internal audit

Members reviewed the schedule and set in place a plan of action for the outstanding matters including timetabling the adoption of the updated standing orders to happen at the May meeting, scheduling a review of risk assessments at the March meeting, and talking at length about the levels of free reserves held by the council and the best way to manage this when looking at the 20/21 budget. It was noted that a large amount of spending planned for both 17/18 and 18/19 had been held up due to the telecommunications pole still being in situ with no movement or communication from Openreach, leaving a stalemate. The Chairman commented that this needed to be addressed in the coming months.

b) Preparation for the 2018/19 Audit

The Clerk reported that submission of documents and communication with the auditor had commenced.

8403 Neighbourhood Development Plan (NDP) authorise any actions and consider any associated expenditure

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a) General Report

On behalf of the NDP Steering Group (NDP SG) The Chairman updated members stating that although many members were away on holiday the group had still been busy and the monthly meetings had continued. All surveys had now gone out and so far, 70 had been received back. The chairman commented that that this was a good response and that the number of online surveys completed had not yet been confirmed but thought to be about 50. The Chairman thanked members for their help in distributing the surveys.

b) Adoption of Terms of Reference (TOR) and Procurement Policy

Referring to the previously circulated and updated TOR and Procurement Policy the Chairman confirmed that the NDP SG was a stand along group working on behalf of the Parish Council. The Chairman explained that the purchase order system and the templates for claiming expenses was now in place. The Clerk commented that it still needed some refining. Cllr. Frazer asked who the nominated person approving spending was. The Chairman confirmed that it was the Chair of the NDP group however in their absence would fall to him to manage. Following discussion Cllr. Frazer suggested that the Chair of the NDP SG was issued purchase order numbers and managed the purchase orders, invoices and expenses claims prior to them being passed to the Clerk for payment. The Clerk agreed to talk through this procedure with the NDP Chairperson and the Parish Council Chairman whilst the NDP SG was away.

c) Budget

The Chairman confirmed that the £2500 income to the councils account was the funding from Groundworks UK for the NDP project, following on the Chairman explained that a further grant of approximately £6000 had also be approved from a technical fund to for apply for a housing need data survey to be completed. The Chairman commented that this funding would go directly to the surveyor and that it would not be passed to the Parish Council account. The Chairman summarised expected spending to the end of March and commented that £2500 grant was £400 short of the total applied for and proposed that members approve £600 spending to the NDP SG to cover the short fall from the initial grant and projected spending. Following short discussion regarding the funds allocated in the 18/19 budget compared to the current NDP spend Cllr. Frazer proposed that the NDP SG be allocated the remaining funds from the 18/19 budget for spending prior to the end of the financial year. This was seconded by Cllr Jose, put to the meeting and carried. The Chairman confirmed that the NDP SG Chair would prepare a budget for the year 19/20 and present it to members in due course.

d) Payment Schedule

The Chairman confirmed that a spending schedule would also be prepared for members.

8404 To receive various items of correspondence

- a) The Clerk displayed a list of correspondence circulated by email to date. Members confirmed that there was no desire to follow any of the received correspondence circulated by email up.
- b) The Clerk highlighted correspondence received not previously circulated and any related actions:
 - Wheeled ramblers – request for modification to the toilet door width
 - Resident - Expression of interest for vacancy as councillor
 - Charlotte Caldwell – Request for Coastal Communities Project Grant Conditions Confirmation. The Chairman agreed to look at this with the Clerk
 - Cornwall Council - Notice of Polling District and Places Review
 - Resident – Follow up regarding the alterations to parking restrictions in Forth an Nance. The Chairman suggested directing the resident to CC Duffin who agreed to look into this at a previous meeting.

8405 To give consideration to any applications received for grants/donations

There were no requests for Section 137 grants.

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8406 To agree the date of the next meeting

Members agreed the date for the next meeting as Monday 4th March 2019, 6:30pm.

8407 Close of Meeting

The Chairman thanked everyone for their attendance and reminded members about the flood Alleviation meeting on Thursday afternoon. The meeting closed at 8:49pm.