

# Portreath Parish Council

Minutes for the MEETING of PORTREATH PARISH COUNCIL held at Portreath C.P School,  
Penberthy Road, Portreath on Monday, 4<sup>th</sup> March 2019, 6:30pm

Present: Councillors Mr. C. Matijasevic, Miss. L Frazer, Mr. B. Jose, Mr. S. Kendall, Mr. D. Ilett and Mr. M. Hitchen  
4 Members of the Public

## **8408 Chairman's Welcome and Safety Information**

The Chairman welcomed councillors and members of the public to the March Meeting of Portreath Parish Council, commenting that it was good to see all councillors present, The Chairman highlighted procedures in case of emergency and the meeting commenced.

## **8409 To Receive Apologies**

Apologies were recorded from CC Duffin.

## **8410 To Receive Declarations of Interest**

There were no declarations of interest from members.

## **8411 Public Participation Session: When members of the public may raise matters with Councillors**

The Chairman invited Dr Bromley, resident to address members. Dr Bromley asked members if there was a possibility of the area of grassland (formerly the crazy golf pitch) could be transformed into a skate park once the works to repair the wall were complete. Dr Bromley commented that it was important for the young people in the parish to have somewhere to go. The Chairman commented that a skate park had come up a number of times in NDP survey responses. Dr Bromley asked if it was clear from the results how many properties were residential and how many holiday lets and second homes. The chairman confirmed that establishing these facts were priority for the NDP SG and results would be published when available.

Mrs Sheppard questioned why the works on the new link path with the Gold Centre had stopped. Land ownership was queried by both councillors and members of the public present. Cllr. Frazer agreed to look into this and report back at the next meeting.

## **8412 To confirm the minutes of the meeting held on Monday 4<sup>th</sup> February 2019**

Cllr. Frazer proposed that the minutes for the meeting held on 4<sup>th</sup> February 2019 be signed as constituting an accurate record of proceedings. This was seconded by Cllr. Jose, put to the meeting and carried.

## **8413 To receive the written report of Cornwall Councillor Joyce Duffin, authorise any actions and consider any associated expenditure**

Due to CC Duffin being off work convalescing there was no report received, the Chairman requested Councillors approval to move item 15 up the agenda. The Chairman invited Mrs Heather Mullin, NDP SG Chairperson to address councillor and members of the public.

Mrs Mullins introduced herself to members confirming that from herein she would be attending Parish Council meetings to represent the NDP SG. Mrs Mullins confirmed that the first public meeting of the NDP SG would be held on the 18<sup>th</sup> March, at the meeting the findings of the survey which are currently being analysed will be reported on. Mrs Mullins stated that the business subcommittee had circulated a survey to the parish businesses and it was hoped that a Chamber of Commerce could be created in the future.

Mrs Mullins confirmed that a housing needs assessment was being carried out, which will produce a detailed formal document confirming the housing needs of the parish.

Mrs Mullins touched on the finances of the NDP SG and confirmed that the purchase order system was in place and that a nominated person would be taking the lead on the budgetary control of the finances and would be presenting a detailed report of the NDP SG spending at the next Parish Council.

# Portreath Parish Council

Mrs Mullins commented that the next stage for the NDP SG would be to look all the findings from the consultations and to shape some policies reflecting the responses. Mrs Mullins confirmed that there would be a world café event hosted by the NDP SG at the Millennium Hall on the 18<sup>th</sup> May.

**8414 To receive update on the rebuild of the former coal yard wall**, authorise any actions and consider any associated expenditure

Having liaised with the Environment Agency project manager the Clerk reported that the update published in February was still current and added the following:

- The reinforced concrete base and core are now complete
- Stone masonry work started in the week commencing 25<sup>th</sup> February and is progressing well
- The pre-cast concrete steps are due to be delivered to site mid-March
- Completion aim for mid-April, although this is very weather dependant

**8415 To receive an update regarding the government funding of £4 million for Flood Alleviation Schemes in Portreath**, authorise any actions and consider any associated expenditure

The Clerk read the statement from Simon Jeffery, Environment Agency representative agreeing to publish the statement on the Parish Council website, the Clerk went on to report that there are a number of prices of work that are ongoing in the background to help refine the project proposals, and secure funding including:

- The EA have undertaken mining surveys using local consultants to understand the mining risks on the possible flood storage areas.
- The EA are continuing to liaise with Highways England to secure the additional funding for the project.
- The EA consultants are modelling the river and tunnel capacity in the current situation, to understand the existing flood risk. They can then use this model to review the benefits that the different investment options bring.
- The EA are reviewing the feedback received to look at how they can reduce risk in Bridge as part of the project, including options for Natural Flood Management in the catchment.
- Improvements being made to flow monitoring in the catchment to better understand the flows from each of the tributaries, and how they differ.

The Clerk thanked members on behalf of the Environment Agency for their ongoing support.

**8416 Planning**

(a) To give consideration as consultees to:

- i) Planning permission required for a detached garden games room

**Sea La Vie, Green Lane, Portreath – PA19/00836**

The Chairman explained the location of the proposal and invited the applicant to address members. Mr Phelps showed members photograph of the site with the current decking in-situ. Mr Phelps explained that the proposed was designed to sit back in the cliff and be constructed using materials including a living roof to blend in to the surroundings. Mr Phelps confirmed that this was the location of a previously summer house, which had been voluntarily removed following the advice of the planning department.

Members debated the proposal questioning the need for toilet facilities in a games room and commenting that should the project be allowed that strict condition should be included to ensure it was not used as residential purposes. Members expressed concern for the only are of AONB in Portreath and commented that it should be protected, stating that allowing this development may set precedent for future developments.

Following further debate the Chairman proposed that members of Portreath Parish Council object to this application, as the proposed is within Portreath's only AONB stating that members feel strongly this should be protected. This was seconded by Cllr. Jose put to the meeting and carried. 3 members abstained from the vote.

- ii) Replacement of two holiday units (with established certificate of lawfulness for existing use granted through PA15/01759) with a single dwellinghouse and garage

# Portreath Parish Council

## **Bartrez Meadow, Cambrose – PA19/00820**

The Clerk read the comments of the planning officer regarding the current application not following the planning officer's advice of the outline application.

Following short debate Cllr. Frazer proposed that members of Portreath Parish Council resolve to support this proposal. This was seconded by Cllr. Ilett, put to the meeting and carried.

- iii) Erection of single storey extension to side of existing bungalow

## **3 Forthvean, Portreath – PA19/00931**

Following short discussion, proposed by Cllr. Frazer and seconded by Cllr. Kendall members resolved to support this proposal.

- iv) To build a single storey extension to provide a Dining Room

## **Orchard Leigh Cottage, Bridge – PA19/00204**

Following short discussion, proposed by Cllr. Jose and seconded by Cllr. Frazer members resolved to support this proposal.

- v) Change of garage to a bedroom

## **38 Tregea Close, Portreath – PA19/01293**

Following short discussion, proposed by Cllr. Frazer and seconded by Cllr. Jose members resolved to support this proposal.

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

Members noted that planning application PA19/00355 had been received since the preparation of the agenda and would be included on the agenda for the April meeting.

- (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 the planning appeal for application PA17/05792 had been allowed.

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

The Clerk reported that planning application PA18/11202 had been approved and PA18/0344/PREAPP had been closed with advice given.

## **8417 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 £18,246.08 and the balance of the Savings Account stood at £20,033.11.

- ii) To approve the bank reconciliation for the month of February

The Clerk presented the Bank reconciliation for the Month of February 2019 to the meeting. This was approved by councillors and signed by the Chairman.

- iii) To receive the Payment Schedule for the period 4<sup>th</sup> February – 4<sup>th</sup> March 2019 and authorise payment of invoices received and payments scheduled for 4<sup>th</sup> March – 1<sup>st</sup> April 2019

The clerk displayed the payment schedule with payments totalling £3448.98 for the period 4<sup>th</sup> February– 4<sup>th</sup> March 2019 and the payments totalling £2804.140 scheduled for 4<sup>th</sup> February – 4<sup>th</sup> March 2019. Cllr. Ilett proposed that the clerk line up payments as listed in the schedule. This was seconded by Cllr. Jose put to the meeting and carried.

- iv) To Note Any Income Received

Members noted that there had been no income received during February 2019.

- v) To note the changes by the NJC to the SPC system for the year 2019/20 and agree amendments to the Clerks contract to reflect these changes

The Chairman highlighted that changes in the SPC and proposed that the Clerks contract be amended in line with the recommendations, this was seconded by Cllr. Frazer, put to the meeting and carried. The Chairman and Clerk signed the prepared contract amendment.

- vi) To note the SPC figures published by the NJC for the year 2019/20

# Portreath Parish Council

Members noted the SPC figures published by the NJC and the increase to the SPC that the Clerk works to.

**vii)** Confirm pension contributions for salaried staff for the year 2019/20

The Chairman reminded members of the pension contribution agreement made at the December 2018 meeting that would be put in place from the 1<sup>st</sup> April 2019, stating that from 1<sup>st</sup> April 2019 staff must pay 5% into the chosen scheme and that as agreed in December the Council would match this payment of 5%. Members noted the chosen pension scheme was NEST.

**viii)** Update signatories for bank account

The Clerk asked members to sign the application to have Cllr. Reynard removed from the banking mandate. Cllrs Hitchen and Frazer signed the application.

**(b) Highway matters**

There were no reports regarding highways.

**(c) Footpaths**

The Chairman updated members of the progress of the Mineral Trails group confirming that a full audit of all the paths was now complete. The Chairman informed members that it was likely the council would be asked to financially support the project and proposed that when asked members support the project for one year for the amount of £500. This was seconded by Cllr. Jose, put to the meeting and carried. Cllr. Ilett agreed to be the council's representative in the Mining Trails Group.

**(d) Public toilets**

**i)** To receive the Chairman's report regarding the new Public Toilets

The chairman reported that he was in discussions to confirm the contract with Helping hands after the current agreement finished at the end of 2018. Suggestion from the contractor included new signage to confirm which toilets are open, trialling the opening on one toilet 24 hours a day, allowing more flexibility for opening according to weather conditions and visitor numbers, sourcing paper sanitary disposal bags, a deep cleaning schedule, and including routine maintenance into the contract. Members expressed concern regarding toilets being open all night. The Chairman agreed to feedback all details of the contract once the agreement had been made, confirming that the contract would come in line with the council financial year for ease of budgeting.

Members discussed the possibility of installing some fencing to restrict access to the back of the toilets old and new.

Cllr. Kendall raised the issue of the telecommunications pole outside the toilets, The Chairman proposed that the process to have the pole relocated should be reinstated at cost to council, stating that it was estimated to cost between £11,000 and £14,000. This was seconded by Cllr. Frazer, put to the meeting and carried. The Chairman asked the Clerk to initiate the process, confirming that once removed the safety railings could be installed and the current empty cubicle fitted with sanitary wear.

The chairman outlined the quotation received from Kierin Richard Landscaping for the works to bring the adjacent shrubbery to a manageable level at a cost of £400.

Proposed by Cllr. Jose and seconded by Cllr. Ilett it was resolved to accept the quote from Kierin Richard Landscaping to cut the bushes adjacent to the toilets to a manageable level to improve security around the toilets.

Members noted the agreement from D&C police to cover £250 towards the repair of the toilet door previously damaged to allow police access.

**ii)** To receive the report regarding the Former Toilets

The Chairman confirmed that the roof slates that had slipped have now been removed. Cllr. Frazer commented that had been no progress in February for the redevelopment of the building, but would be working on the project with Cllr. Kendall during March. Cllr. Hitchen

# Portreath Parish Council

queried planning permission for change of use, Cllr. Frazer outlined the proposed project and confirmed that planning permission would be applied for in due course.

## **(e) Members reports on various meetings**

The Chairman reported on attending the meet the planners session that he had attended with the NDP SG Chairperson earlier in the day. The Chairman explained that contact details of the area 2 team would be circulated shortly and was please to report that planning officers will now be seeing all enforcement cases through.

## **(f) Clerks Report**

- The Clerk reported that a grit bin at the bottom of Chapel Hill had been identified, however thought it looked like it had never been filled. The Chairman asked the clerk to arrange for this bin to be filled.
- The Clerk reported that the next meet the Clerk session would be held on 9<sup>th</sup> March, the Hub from 10:30-11:30am. The Clerk invited councillors to attend and requested the invitation be extended to members of the NDP SG.
- The Clerk reported that the electricity suppliers for the toilets were increasing their prices and asked for recommendations of alternate suppliers. Cllr. Ilett agreed to shared details of a business comparison company to try for a better price.

## **(g) Website, Social media and IT**

Cllr. Frazer and the clerk concurred that the website was working well and that it was becoming easier to update now that they had control of the site.

### **8418 Vacancy in Office of Parish Councillor, agree schedule for filling of casual vacancy, authorise any actions and consider any associated expenditure**

The Clerk confirmed that the vacancy was now advertised and that one application had been received. The clerk confirmed that co-option could happen at the April meeting and the new councillor be involved with council business from said meeting. The Clerk explained that should there be more than one application there would need to be a vote at the April meeting to choose the best candidate for the role.

### **8419 To set date and discuss arrangements for the annual parish meeting, authorise any actions and consider any associated expenditure**

The Clerk explained that there was limited availability in the Parish halls leaving Mondays as the only option for the meeting. Members resolved to book the meeting for Monday 20<sup>th</sup> May, and to agree the finer details at the April meeting.

### **8420 Receive and approve draft of updated standing orders, authorise any actions and consider any associated expenditure**

Cllr. Frazer presented the proposed standing orders to members for approval. Following discussion and agreeing to amend standing Order 15,b,ii to read '5 days', Cllr. Kendall proposed that members adopt the proposed standing orders at the April meeting of Portreath Parish Council. This was seconded by Cllr. Jose put to the meeting and carried.

### **8421 Internal Audit**

#### **a) Recommendations from the 2017/18 audit**

##### **i) Review of risk assessments**

The Clerk presented the review from Aug 2017 highlighting the concerns of members when this was last addressed. Following short discussion Cllr. Kendall agreed to look at the risk assessments and requested the Clerk send through the details of the current risk assessments and a copy of the 2017 review.

##### **b) Preparation for the 2018/19 Audit**

The Clerk confirmed that no further documentation had been requested.

### **8422 Neighbourhood Development Plan authorise any actions and consider any associated expenditure**

Following the instruction of the Chairman all aspects of the Neighbourhood Development Plan were address under item 5 on the agenda, minute reference 8413.

# Portreath Parish Council

## **8423 To receive various items of correspondence**

- a) The Clerk displayed a list of correspondence circulated by email during the month of February
- b) Correspondence Received
  - Resident, requesting advice regarding development of the property Holmlea - The Clerk confirmed advice had been given to the resident regarding the complaints of the development of the aforementioned property.
  - Visitor, Complaint regarding the public toilets – The Clerk explained the complain from a visitor who was unable to access the toilets. The Chairman asked for the complainant's detail to contact them directly to discuss further.

## **8424 To give consideration to any applications received for grants/donations**

There were no applications received for S136 grants received during the month of February 2019.

## **8425 To agree the date of the next meeting**

The date of the next meeting was agreed as Monday 1<sup>st</sup> April 2019, 6:30pm – 9:30pm Members discussed the date of the May meeting taking into account the May Bank Holiday and agreed to reschedule this meeting for Monday 13<sup>th</sup> May 2019.

## **8426 Close of meeting**

The Chairman thanked members for their attendance and closed the meeting at 20:25.

1<sup>st</sup> April 2019

Chairman – Cllr. Mr. C. Matijasevic