

PORTREATH PARISH COUNCIL

Minutes for the MEETING of PORTREATH PARISH COUNCIL held at Portreath C.P School,
Penberthy Road, Portreath on Monday, 1st April 2019 from 6:30pm.

Present Councillors Mr. C. Matijasevic, Miss. L Frazer, Mr. B. Jose, Mr. S. Kendall, Mr. D. Ilett
1 Member of the Public
Mr Ian Stewart

8427 Chairman's Welcome and Safety Information

The Chairman welcomed councillors and members of the public to the April Meeting of Portreath Parish Council. The Chairman highlighted procedures in case of emergency.

8428 To Receive Apologies

Apologies were recorded from Cllr. Hitchen and CC Duffin.

8429 Co-opting of new councillor to fill the casual vacancy.

The Chairman proposed that members Co-opt Mr Ian Stewart to fill the casual vacancy as Parish Councillor. This was seconded by Cllr. Frazer put to the meeting and carried.

8430 To witness Signature of Declaration of Office Register by newly appointed councillor

Members of the Council, The Chairman and the Clerk witnessed the signature of the Declaration of Office Register by Cllr. Mr I Stewart.

The Clerk presented Cllr. Stewart with a new councillor induction pack and explained the process for completing the Register of Interest form. Councillors were asked to consider if any updates were needed to their forms and to complete the updated form as necessary and return to the Clerk.

8431 To Receive Declarations of Interest

There were no declarations of interest received.

8432 Public Participation Session: When members of the public may raise matters with Councillors

Members of the public present choose not to raise any issues with councillors.

8433 To confirm the minutes of the meeting held on Monday 4th March 2019

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

8434 To receive the 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 for the month of March.

8435 To receive update from the Environment Agency on the rebuilding of the former coal yard wall and the government funding of £4 million for Flood Alleviation Schemes in Portreath, authorise any actions and consider any associated expenditure

The Clerk confirmed that there was no report regarding the and the government funding of £4 million for Flood Alleviation Schemes in Portreath.

The Clerk reported a temporary break in works to the former coal yard wall. The Chairman explained that issues between PAL and The EA regarding the reshaping of the slipway had now been resolved and that works were now moving back on track for completion by Easter weekend.

The Chairman commented that the work of the EA should be recognised, and suggested that a commemorative plaque be commissioned and the press be invited to a reopening celebration. Members concurred that this was a great idea and left the chairman to make arrangements with PAL and the EA.

8436 To receive the report from the Neighbourhood Development Plan Steering Group, authorise any actions and consider any associated expenditure

a) General Report

Signed 13th May 2019

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Mrs Mullin (NDP SG Chairperson) reported to members that their first public meeting of the NDP SG was well attended and that at the meeting the outcome of the surveys was shared, Mrs Mullin commented that 35% response rate to the surveys which was a real achievement and that residents from all area of the parish responded. Mrs Mullin confirmed that the Amazon gift voucher had been won by a person residing in Bridge. Mrs Mullin confirmed that results of the surveys showed that the biggest concerns in the parish were, the harbour smell, dog mess, housing and development, facilities for the 13-19 age group and public transport.

Mrs Mullin explained that NDP volunteers would shortly be undertaking training to enable them to carry out landscape character assessments of the Parish and that the business survey was under way, a housing needs assessment would also soon be conducted, the world Café date was still to be confirmed and that Brian Barber would be taking on the role of finance officer. Mrs Mullins stated that Mr Barber would be implementing a budget, managing all spending and that fuller reporting on finances would be brought to future meetings.

Mrs Mullins stated that with the resignation from Terry Reynard as councillor another volunteer from the Parish Council would be needed for the NDP SG works to continue. Cllr. Illet volunteered to fill this role.

b) Budget & Payment Schedule

The Chairman, Mr Matijasevic gave an update on the NDP SG finances, confirming that Mr Barber would be taking the role as finance officer. The Chairman explained the finance document displayed to members commenting that spend in 2018/19 was close to the £2000 budgeted by this council and proposed that the council agree NDP SG spending to the amount of £2500 over the coming months. This was seconded by Cllr. Kendal, put to the meeting and carried.

8437 Planning

(a) To give consideration as consultees to:

- i) The conversion and extension of existing garage to provide residential apartment.

Rose Villa Farm, Penberthy Road, Portreath – PA19/00355

The Chairman explained the location of the proposed and invited Mr Bateman, Planning Consultant for the applicant addressed members, explaining the development quoting planning policy and confirming that flood risk had been addressed with all habitable accommodation being on the first floor. Mr Bateman suggested some conditions that could be included to alleviate the concerns raised in the objections that were available online. Councillors questioned Mr Bateman regarding the design in particular how the overlooking of the properties on Penberthy Road could be addressed.

Cllr. Jose proposed that Members of Portreath Parish Council resolved to support this application, providing the following conditions are included with the permissions:

- A comprehensive Construction Management Plan is in place prior to commencement of any works on site as the neighbouring properties have seen significant disruption during the development of Rose Villa Farm in recent years and members felt that these residents should be supported during this potentially disruptive time.
- Privacy screening is included in the design of the balcony of the elevations facing the properties on Penberthy Road.

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

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

The Clerk reported that planning applications PA19/02113 & PA19/02247 had been received since the preparation of the agenda. Members resolved to call a planning meeting at the end of April to cover these and any further applications received prior to the May meeting, which will not be scheduled until late in May due to the bank holidays.

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- (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 there were no planning appeals received during the month of March.
- (e) To receive the report of planning decisions and correspondence and authorise any actions
Members noted that planning applications PA18/10415, PA19/00204, PA19/00931, PA19/01393, PA18/11100, PA19/00011 had been approved during the month of March.

8438 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 £15714.26 and the balance of the Savings Account stood at £20,052.87.
- ii) To approve the bank reconciliation for the month of March
The Clerk presented the Bank reconciliation for the Month of March 2019 and End of 2018/19 to the meeting. This was approved by councillors and signed by the Chairman.
- iii) To receive the Payment Schedule for the period 4th March – 1st April 2019 and authorise payment of invoices received and payments scheduled for 1st April – 13th May 2019
The clerk displayed the payment schedule with payments totalling £3045.04 for the period 4th March – 1st April March 2019 and the payments totalling £5008.00 scheduled for 1st April – 13th May 2019 2019. Cllr. Frazer proposed that the clerk line up payments as listed in the schedule. This was seconded by Cllr. Ilett put to the meeting and carried.
- iv) To note any income received
Members noted income totalling £503.16 received from Devon & Cornwall Police, 16/17 VAT refund, Unity Trust.
- v) Mandate for NEST
The Chairman proposed that a direct debit is set up for the payment of the NEST & PAYE contributions. This was seconded by Cllr. Frazer put to the meeting and carried.
- vi) Clerk confirmed that she would now add councillors Ilett and Stewart to the bank account as signatories and would likely need some details from both Cllrs. to do this but will both contact individually nearer the time.

(b) Highway matters

The Clerk reported that the Grit bin on Mile Hill has been filled by Cormac.
Members discussed the speed watch scheme and the invitation to the Road Safety and Community Speed engagement event in May. The Chairman asked for an update from CC Duffin regarding the speed watch scheme as the last report were that the scheme was on hold.

(c) Footpaths

Members commented that not agreeing to the LMP offer last year worked well, but asked the Clerk to Chase trimming of the Zig Zag and New Walk in early May.

(d) Public toilets

- i) To receive the Chairman's report regarding the new Public Toilets
The Chairman confirmed that Wallgate were due to service the hand wash units on the 2nd April and that the Clerk had re-started the process for removal of the telecommunications pole. Cllr. Jose reported that several complaints regarding the cleanliness of the toilets and people using the back of the building as a toilet when the cubicles were closed/full.
- ii) To review the conditions and accept the contract from Helping Hands to manage the Public toilets for the period 1st April 2019 – 31st March 2020

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The Chairman talked through the arrangements with the contractor, stating that the daily rates would remain at the same level as last year, however a deep clean day would be included at the end of each busy period, there would be more flexibility for opening during low season, a trail of one cubicle being open 24 hours a day would happen. The Chairman proposed that the contractor continue for the year 2019/20. This was seconded by Cllr. Jose put to the meeting and carried. The Clerk agreed to draw up a contract for the contractor.

Members discussed signage to make it clearer as to which cubicles were open during the low season. Members agreed that a fence running behind the building would deter people from using the back of the building as a toilet, the clerk agreed to get some quotes for this work.

- iii) To receive the report regarding the Former Toilets
- iv) Cllr. Frazer stated there was nothing to report from the month of March however a site meeting was needed in the near future. Cllr. Frazer outlined the plans for the building to Cllr. Stewart.

(e) Members reports on various meetings

The Clerk read the report from Mrs Bulter for the Police Liaison Meeting held in the 1st April highlighting that the new Inspector Billy McWirter was now in post and that the new neighbourhood Team Leader is Sgt Andy Charman. Camborne Police station is currently undergoing refurbishment making it more practical for modern policing, including a custody suite with 30 cells. Mrs Butler reported that officers were spending much time with self-harm and grooming of young people, internet/social media and domestic violence. County lines was still a concern and there are special units who look at vulnerable people and advise them on how to deal with being approached. There are investigating teams who look into low level crimes, take statements often by phone to make it easier for people to give a statement, and where necessary pass them on to officers. A youth intervention officer will shortly be in post and although it appears the crime figures are up by 4.2%, when all the figures are checked against each other, this is not the case.

(f) Clerks Report

- The Clerk reported that the next Meet the Clerk session would be on 25th April at The Terrace, Gwel an Mor and the May session would be held at Elm Farm involving members of the NDP SG.
- The Clerk explained that Western Power were replacing the Power poles and cables in the Village, and that residents would be informed of interruptions to electricity supply where necessary and that contact had been made with Western Power to ensure full removal of the poles would happen.
- The Clerk gave options for the date of the #Love Portreath signage meeting, following discussion it was confirmed that there would be members available on all of the dates proposed by ~love Portreath and that once details of the meeting were confirmed representation would be arranged.

(g) Website, Social media and IT

Cllr. Frazer confirmed that all was running smoothly with the website and social media accounts and confirmed that she and Cllr. Jose supported the Clerk in managing the social media accounts.

The Chairman informed members that the NDP logo previously adopted needed to be changed and agreed to circulate other options prior to the next meeting for members to choose from.

8439 To confirm arrangements for the annual parish meeting, authorise any actions and consider any associated expenditure

The Clerk confirmed that the Church Hall was booked for the 20th May. Members agreed that a less formal format be adopted and that refreshments be served from 6pm, with the meeting starting promptly at 6:30, a break for more refreshments and networking at about 7:30 with the aim for the meeting to be finished by 9pm. A register of parish organisations would be completed and circulated on the evening, and each organisation would have 5 slots for addressing the meeting. The Clerk agreed to liaise with the school PTA to arrange refreshments for the evening.

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- 8440 Adopt the Standing Orders approved by members at the March meeting of Portreath Parish Council,**
authorise any actions and consider any associated expenditure
Cllr. Stewart highlighted amends to the document and following short discussion members agreed to amend standing order 26b to read '3 days' and the Chairman proposed that members adopt the proposed standing orders at the May meeting of Portreath Parish Council. This was seconded by Cllr. Frazer, put to the meeting and carried.
- 8441 Consider the Cornwall Council review of polling places** authorise any actions and consider any associated expenditure
Members considered the polling arrangements in the parish and agreed that they were acceptable and accessible for all.
- 8442 Internal Audit,** Recommendations from the 2017/18 audit & Preparation for the 2018/19 Audit
The Clerk confirmed that the paperwork for the 18/19 external Audit had been received and that she is continuing to as working with the internal auditor when requested.
- 8443 To receive various items of correspondence**
The Clerk Presented a table of all correspondence circulated by email during the month of March.

The Clerk informed members of correspondence received from several members of the community highlighting the sated of disrepair the bus shelters have fallen into. The Clerk confirmed that Cornwall Council had been informed and remedial works had already taken place with more work scheduled for full repair.
- 8444 To give consideration to any applications received for grants/donations**
There were no formal requests for grants received, however Cllr. Jose proposed that members give the school a donation for £100 and Cllr. Frazer proposed that members donate £50 to the True 600 challenge, these were seconded by Cllr. Ilett and Cllr. Kendall respectively, put to the meeting and carried.
- 8445 To agree the date of the next meeting,**
Members agreed the date of the next full meeting of the council be held on Monday 13th May 2019, 6:30pm, and that a date be agreed with the school for the planning meeting agreed in minute 8437, b.
- 8446 Close of Meeting**
The Chairman thanked members for their attendance and the meeting closed at 20:48.

13th May 2019

Chairman –
