

# PORTREATH PARISH COUNCIL

Minutes for the MEETING of PORTREATH PARISH COUNCIL held at Portreath C.P School,  
Penberthy Road, Portreath on Monday, 3<sup>rd</sup> June 2019, 6:30pm.

**Present:** Councillors Mr. C. Matijasevic, Mr. D. Ilett and Mr. I. Stewart  
2 members of the public

**8474 Chairman's Welcome and Safety Information**

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

**8475 To Receive Apologies**

Apologies were noted from CC Duffin and Councillors Jose, Kendall, Frazer and Hitchen

**8476 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.

**8477 To Confirm the minutes of the meeting held on Monday 13<sup>th</sup> May 2019**

Cllr. Stewart proposed that the minutes for the meeting held on 13<sup>th</sup> May 2019 be signed as constituting an accurate record of proceedings. This was seconded by Cllr. Ilett, put to the meeting and carried.

**8478 To receive the report of Cornwall Councillor Joyce Duffin,** authorise any actions and consider any associated expenditure

There was no report received from CC Duffin, however the Chairman requested that the Clerk contact CC Duffin and ask her to confirm ownership and management of the land surrounding the Pepper Pot.

**8479 To receive update from the Environment Agency on the government funding of £4 million for Flood Alleviation Schemes in Portreath,** authorise any actions and consider any associated expenditure

There was no formal report from the Environment Agency regarding the £4million Flood Alleviation scheme. The Chairman asked the Clerk to chase Mr Jeffery for an update on the project for the next meeting.

The chairman went on to confirm that all works had now been completed on the sea wall and that he had sourced a supplier for the commemorative plaque previously agreed. The Chairman stated that the plaque would be made from Cornish Granit and at a cost of £1002 and proposed that purchase of the plaque be authorised, and a date be set for the unveiling with George Eustice MP being invited to unveil the plaque. This was seconded by Cllr Ilett. The Chairman agreed to make arrangements with George Eustice and invite the press to the ceremony.

**8480 To receive the report from the Neighbourhood Development Plan Steering Group,** authorise any actions and consider any associated expenditure

The NDP Chair did not arrive in time to deliver the report so the Chairman moved on to the next item on the agenda. The Report for the NDP was received after item 8 on the agenda (minute reference 8481), once the NDP Chair (Mrs Mullin) had joined the meeting.

**a) General Report**

Mrs Mullin addressed Councillors stating that the Landscape Character Assessment had now been completed and that this was now ready to be turned into a report and that this information would be useful for creating policy in the future.

Mrs Mullin reported that the business event had been a success with 33 businesses represented and attendees of the event were keen to set up a chamber of commerce.

Mrs Mullin promoted the World Café event filling in councillors on some details of the day. Mrs Mullin confirmed that more than half the places for the conversations had now been filled and encouraged members to book on to a session.

**b) Budget & payment schedule**

Mrs Mullin confirmed that Mr Barber had now taken on managing the finances for the NDP SG.

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Mrs Mullin confirmed that the majority of the £2500 grant had now been allocated and commented that there may be a small amount of the grant remaining at the end of June. Mrs Mullin stated that during June the next round of funding could be applied for and would be expected to be awarded in September. Mrs Mullin highlighted the expected cost of the project between June & September and asked members if the NDP SG could have the authority to spend the £2000 allocated in the Parish Council's 19/20 budget, earmarking £1500 of the funds for the Village Character Assessment that was required for the project.

Cllr. Stewart suggested that the NDP SG should ensure that all funding from the £2500 should be spent before applying for the next round of funding.

The Chairman proposed that the members of Portreath Parish Council approve £1500 spending from the Parish Council's NDP budget to bridge the June to September gap in grant funding for the NDP SG. This was seconded by Cllr. Ilett. The clerk advised against voting on this proposal until after the budget review due later in the meeting. Members agreed and the decision was made under item 11,a,iv on the agenda (minute reference 8484).

Cllr. Ilett questioned further spending and the cost of the project as a whole. The Chairman commented that there would be around £9500 funding from grants and that the cost of the St Agnes NDP was £21,000.00. Mrs Mullin predicted the cost to be between £12,000.00 & £14,000.00 for the Portreath NDP and listed further areas that there would be more spending including, training, external experts, community engagement and referendum costs.

## 8481 Planning

(a) To give consideration as consultees to:

i) Extension and internal/external modifications

### **22 Glenfeadon Terrace, Portreath – PA19/01351**

Following short discussion members of Portreath Parish Council resolved to raise no objections to this proposal. This was proposed by Cllr. Stewart and seconded by Cllr. Ilett.

ii) Proposed Conversion of Redundant Barn into one dwelling and one holiday unit

### **Cove Barns, Lelant House, Nancecuke nr Porthowan – PA19/03745**

Following short discussion and commenting that the proposed was a good use of the space members of Portreath Parish Council resolved to raise no objection to the proposal. This was proposed by Cllr. Ilett and seconded by Cllr. Stewart.

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

Members noted that planning application PA19/04404 had been received since the preparation of the agenda and that the Clerk had agreed an extension of time for comment with the planning officer to allow time for this to be advertised on the agenda for the July meeting.

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

Referring to planning application PA19/02113, 6 Hillside, the Chairman commented that since the last meeting a site visit had been held with CC Duffin, the planning officer and the applicant present. The Chairman invited Mr Wittingham-Jones, neighbour to address members. Mr Wittingham-Jones highlighted the previous objections to the application and commented that the revised plans were worse than the original design and that although the window on the north elevation had been removed from the plans that the new design would cause more of an overshadowing and overbearing effect than the original design. Mr Wittingham-Jones commented that with the addition of a zinc roof the proposed would stand out in the street scene and that the solar panels referred to in the documentation still were not represented in the revised plans.

The Chairman gave his thought on the proposal following the site visit stating that he felt that the design would not have an overlooking effect on the neighbouring property, the design would have a

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significant overbearing and overshadowing effect. The Chairman commented that he felt the design was better than the previous proposal however would stand out in the row of bungalows.

Cllr. Illet proposed that members of Portreath Parish Council maintain their objection and inform the planning officer that members feel whilst the overlooking nature of the proposed had be reduced by the removal of the window on the northern elevation the revised design was significantly taller and therefore would create more overshadowing and have a more overbearing effect on the neighbouring property and request that if the planning officer is still minded approve this proposal the matter be determined by the planning committee. This was seconded by Cllr. Stewart put to the meeting and carried.

**(d) To note any planning appeals**

Members noted that there were no planning appeals received since the meeting on the 13<sup>th</sup> May 2019.

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

Members noted that planning applications PA19/03268 & PA19/02682, Had been Approved, PA16/07203 had been refused, and PA19/02291 been deemed not acceptable as a non-material amendment.

**8482 To Complete and approve the Annual Governance Statement for the year 2018/19 (8482)**

Following lengthy debate Cllr. Ilett proposed that the Annual governance statement be completed with the response yes to questions 1-4 and 6-8, No to question 5 and n/a to question 9.

This was 2<sup>nd</sup> by Cllr. Stewart, put to the meeting and carried. The Annual Governance Statement was signed by the Clerk and Chairman with councillors as witnesses.

**8483 To Approve the Accounting Statements for the year 2018/19**

The Clerk presented the Annual accounting figures to members. Following debate Cllr. Ilett proposed that the Annual Accounting statement be signed by the Chairman as a fair representation of this Council's finances. This was seconded by Cllr. Stewart, put to the meeting and carried.

**8484 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 £38,091.74 and the balance of the Savings Account stood at £20,052.87.

The Chairman proposed that the Clerk transfer £20,000.00 from the current account to the savings account. This was seconded by Cllr Stewart put to the meeting and carried.

**ii) To approve the bank reconciliation for the month of May**

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

**iii) To receive the Payment Schedule for the period 13<sup>th</sup> May – 3<sup>rd</sup> June 2019 and authorise payment of invoices received and payments scheduled for 3<sup>rd</sup> June -1<sup>st</sup> July 2019**

The clerk displayed the payment schedule with payments totalling £1195.72 for the period 13<sup>th</sup> May – 3<sup>rd</sup> June 2019 and the payments totalling £5825.00 scheduled for 3<sup>rd</sup> June – 1<sup>st</sup> July 2019.

Cllr. Ilett proposed that the clerk line up payments as listed in the schedule. This was seconded by Cllr. Stewart, put to the meeting and carried.

**iv) To note any income received**

Members noted that there had been no income since the date of the last meeting.

**v) Review the 2018/19 Budget, following the year end**

The Clerk summarised that 18/29 budget stating that there had been increased spending on the toilets due to the change in commitments for the cleaning mid-summer. The clerk explained the increased spending within the admin budget stating that the 18/19 budget had been set prior to

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the increase of hours for the Clerk, that also affected the spending on PAYE. The Clerk commented that the printer had also need to be replaced.

The Clerk commented that the cost of the street lighting maintenance had not been considered when setting the 18/19 budget.

Members noted that decision to pass the trimming of footpaths back to Cornwall Council had been made after the budget had been set meaning there was significant under spend in this area.

Members noted that this was also the case for the WAAF site after the decision had been made to put this project on hold.

The Clerk reported that the Remembrance Parade expenses had not been considered when setting the budget for Section 137 spending in 18/19.

The Clerk commented that Project spending was far less than budgeted due to the problems in relocating the telecommunications pole.

## vi) Review the 2019/20 Budget

The Clerk suggested that members look at the projects budget in particular NDP spending as £2000 had been allocated to NDP for 19/20, and that in April members had authorised £2500 spend to match Grant received in 18/19 but this had not been reflected in the budget as the funding had been received after the budget had been set. Looking back at these figures and considering the total estimated income for 19/20 was £88,000.00 the Chairman proposed that the total budget be increased by £2500.00 to £86,000.00 allocating the £2500 to the projects budget, specifically for the NDP spending. This was seconded by Cllr. Ilett put to the meeting and carried.

Members then voted on the proposal made by the Chairman under item 7,b on the agenda(minute ref 8480): That the members of Portreath Parish Council approve £1500 spending from the Parish Councils NDP budget to bridge the June to September gap in grant funding for the NDP SG. This was seconded by Cllr Ilett. Put to the meeting and carried.

The Clerk advised members that following conversation with Openreach she did not feel that the £7000.00 allocated for relocation of the telecommunication pole was realistic and suggested that the monies allocated for the refit of the cubicle be moved to the relocation budget as Openreach have advised the survey for removal alone will be in the region of £2000.00.

Against the advice of the Clerk the Chairman stated that reallocation of funds within the Projects budget would not be necessary at this stage and proposed that the council pay Openreach for the relocation survey. This was seconded by Cllr. Ilett put to the meeting and carried.

Members agreed to include a budget review on the agenda for the September meeting.

## (b) Highway matters

The Clerk reported that correspondence had been forwarded by Cllr. Kendall stating that the informal parking arrangement on Beach Road would unlikely be formalised, following the advice of Adrian Drake, Cormac, Highways. The Clerk Agreed to circulate this information.

## (c) Footpaths

The Chairman asked the Clerk to chase footpath trimming in the Parish

## (d) Public toilets

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

The Clerk re iterated Openreach's stance on the relocation of the pole commenting that they were no longer prepared to survey the pole for free as previously offered and the cost for the survey would be in the region of £2000. Councillors concurred that the earlier resolution to pay for the survey be followed.

The Chairman informed councillors that the new signage and sanitary bag holders had now been installed, and that the trail of opening one toilet 14 hours a day was now happening with no reports of any negative behaviour to date.

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The Chairman delivered the sad news to Councillors that Mr Phillip Billings, who until recently has locked the toilets each day had passed away at the end of May. Members asked the Clerk to express the Council's condolences to Mr Billings brother Michael, who has taken on the duties of locking the toilets in recent months. Members commented the Mr Phillip Billings would be widely missed in the community and would be remembered his community spirit.

- ii) To receive the report regarding the Former Toilets  
There was no report on the progress of the former toilet regeneration as Cllr. Frazer was unable to be present at the meeting.

## (e) Members reports on various meetings

Members noted that Mrs Butler had attended the Police Liaison meeting on behalf of the Parish Council and asked the Clerk to circulate her notes from the meeting.

The Chairman commented that the Annual Parish meeting had been a success and that the informal format worked well and should be followed in future. The Chairman thanked the Clerk for pulling this meeting together and stated that he was looking forward to seeing the completed parish organisation register.

## (f) Clerks Report

- The Clerk reported that she was busy catching up from her holiday, and that she had no more planned now until August. The Clerk highlighted that works and average of 10 extra hours per month and currently takes these hours back in lieu at regular intervals so that the hours do not build up too much. The Chairman commented that the Clerks annual review was due and this could be addressed at this stage.
- The Clerk confirmed that the external audit was now ready for submission and that the internal audit report had now been received. The Clerk commented that preparing for these had taken a lot of her working hours over the last few months.
- Members discussed Meet the Clerk session. The Chairman suggested that the Clerk take a break from these whilst she catches up with outstanding work.
- The Clerk highlighted the Code of conduct training on the 17<sup>th</sup> June and encouraged Cllr. Stewart to take a place on this course.
- The Clerk indicated that Cornwall ALC would be holding Chairmanship Training in the near future and asked for expressions of interest, looking to the future, reminding members that the current Chairman had previously stated that he would not continue a Chairman next year.
- The Clerk reported that she had been working with the school and Cornwall Council to alleviate the parking problems that had become more prevalent with the absence of a crossing patrol. The Clerk reported that on a number of occasions prior to half term parking enforcement had been present outside the school both before school started and a 3pm.
- The Clerk reported that the current school crossing patrol officer was on long term sick leave and that Cormac had been trying to recruit a relief crossing patrol office to cover this time. The Clerk reported that she had been in contact with Cormac and had advertised the role. The Clerk asked members to consider people they know and mention the role to any one that may be suitable.

## (g) Website, Social media and IT

There were no reported issues with the IT systems, website or social media accounts.

## 8485 Internal Audit, authorise any action and consider associated expenditure

### a) Recommendations from the 2018/19 audit

The Clerk reported that areas identified for improvement were again Risk Assessments and the management of the finances for the NDP SG. The Clerk agreed to circulate the report and to schedule looking at the Risk Assessment program as priority on the agenda for the July meeting.

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**8486 To Consider the Community Governance Review for Cornwall 2019, with particular consideration given to the Parish Boundaries with Portreath Parish and St Agnes Parish at Porthowan, Portreath Parish and Redruth Town, Portreath Parish and Illogan Parish,** authorise actions & consider associated expenditure

The Chairman reported on the meeting he had attended with St Agnes Parish Council, stating that following community engagement whilst St Agnes were writing their NDP it had been made clear that the residents in Chapel Meadow in the village of Porthowan, felt that they were not part of Portreath but actually identified with St Agnes as a Parish. The Chairman informed members that St Agnes Parish Council propose with the agreement of Portreath Parish Council that during the Community Governance Review they would be applying for the parish boundaries be amended to include the properties within the St Agnes Parish. The Chairman displayed a map of the proposed boundary changes to members.

Discussion followed about the loss of affordable housing to Portreath Parish with this proposed change in boundaries and members considered the amendment of Parish Boundaries with Illogan at Gwel an Mor and suggested that this area should also be considered for review for encompassment if the Portreath Parish boundaries.

The Chairman proposed that members of Portreath Parish Council support St Agnes Parish Council's application of the refinement of the parish boundaries to move Chapel Meadow and neighbouring properties into the St Agnes Parish as marked on the map displayed to councillors. This was seconded by Cllr. Stewart put to the meeting and carried.

The Chairman requested that the Clerk set up a meeting with Illogan Parish Council to discuss the parish boundaries, with the view to move all of the Gwel an Mor estate into the Parish of Portreath.

The Chairman informed members that the Community Governance Review was also an opportunity to look at how many seats the Parish council has. The chairman suggested that members should consider upping the number of seats on the council to nine to cover instances of poor attendance and to give the opportunity to share the council's work load between more people. Members considered this suggestion and resolved to request the number of councillors is upped to nine during the Community Governance Review. Proposed by the Chairman, Seconded by Cllr. Stewart.

**8487 To receive various items of correspondence**

The Clerk displayed a list of all correspondence circulate by email received since the date of the last meeting. The Clerk referred to correspondence received:

- Letter of thanks from MP George Eustice
- From a Visitor to Parish – Feedback on the toilets and positive feedback on the visitor's time spent in the Parish.
- Western Power Poles – The Clerk reported that there had been an email of complaint from a resident regarding the remainder of some of the poles being left adjacent to the new poles. The Clerk stated that there had been correspondence from Western Power stating that the timetable for moving some of the poles would stretch until November and felt that this meant that the poles would remain in-situe until all the Openreach equipment had been removed from all poles. The Clerk commented that she would telephone Western Power for confirmation of this.

**8488 To give consideration to any applications received for grants/donations**

There were no requests for section 136 donations received since the date of the last meeting.

**8489 To agree the date of the next meeting,**

Members agreed the date of the next full meeting of the council be held on Monday 1<sup>st</sup> July 2019, 6:30pm.

**8490 Close of Meeting**

The Chairman thanked members for their attendance and the meeting closed at 21:05.

1<sup>st</sup> July 2019

Chairman – Cllr. Mr. Chris Matijasevic