

**Minutes for the Extra MEETING of PORTREATH PARISH COUNCIL held
at Portreath Institute, Portreath on Monday, 2nd September 2019, 6:30pm.**



Present: Councillors Mr. C. Matijasevic, Ms. L. Frazer, Mr. D. Ilett, Mr. B. Jose, Mr. S. Kendall, and Mr. I. Stewart
Clerk to the Council – Lucy Jose, 2 members of the public and Tom Fletcher – Environment Agency

8518 Chairman's Welcome and safety Information

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

8519 To Receive Apologies

Apologies were noted from Cllr. Hitchen

8520 Declaration of Interests

The Chairman and Cllr. Stewart declared an interest in planning application PA19/06853 due to their membership of Portreath Improvements Committee.

**8521 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.**

8522 To confirm the minutes of the meeting held on Monday 1st July & 29th July 2019

Cllr Ilett proposed that the minutes for the meeting held on 1st July 2019 be signed as constituting an accurate record of proceedings. This was seconded by Cllr. Stewart, put to the meeting and carried.

Following short discussion, The Chairman Proposed requested that the wording: 'referencing the relevance of the comments to the upcoming NDP.' be added to minute 8512 (a) ii) following the end of the first sentence. This was seconded by Cllr. Frazer, put to the meeting and carried. The clerk added the wording to the minutes by hand and this was signed by both the Chairman and the Clerk. Cllr. Frazer proposed that the minutes for the meeting held on 29th July 2019 be signed as constituting an accurate record of proceedings. This was seconded by Cllr. Jose, put to the meeting and carried.

8523 To receive the report of Cornwall Councillor Joyce Duffin, authorise any actions and consider any associated expenditure

Whilst CC Duffin was not present at the meeting the Chairman reported that with the help of CC Duffin ownership of the small beach had been ascertained, and confirmed that access across the beach was part owned by The Duchy of Cornwall and Cornwall Council and the homeowners fronting onto the beach did not own any of the beach.

The Chairman also confirmed that CC Duffin was key with helping in the project to devolve the Lighthouse Hill car park from Cornwall Council and work with PIC to provide more parking in the village, and to protect the land from development. The Chairman commented that this would strengthen relationships with the PIC, but reminded members this project was still only in the early stages of discussion and that no decisions had been made to date.

8524 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

Tom Fletcher from the Environment Agency introduced himself to members and addressed the meeting stating that he was standing in for Simon Jeffery whilst he was on extended leave. Mr Fletcher reminded members of the project in hand.

Mr Fletcher commented that the project had been investigating which of the many solutions were viable options and that the EA were close to deciding on the final preferred option and that it may be possible to further update at the October meeting of the Parish Council the decisions that had been made. Mr Fletcher commented that with the recent failure of the reservoir in Derbyshire there was a now extra scrutiny around the safety of reservoirs and that complex hydrological modelling had been taking place.

Mr Fletcher highlighted how some of the research reports may be useful to the NDP SG and offered access to these to the Council.

Mr Fletcher commented on the use of the perched channel within the village and stated that the EA had been looking at options for using this channel but felt most of the options were too expensive to follow up. Mr Fletcher commented that he was keen to pick up on local knowledge and hoped to be able to address issues not directly linked to the stream with the help of Cornwall Council and South West Water.

Mr Fletcher stated that the next phase of the project would be to do more detailed survey works and is keen to keep in communication with the Parish Council as a link to the wider community.

Mr Fletcher confirmed there was a tight deadline for the completion of the project but stated completion by March 2021 was realistic target.

8525 To receive the report from the Neighbourhood Development Plan Steering Group, authorise any actions and consider any associated expenditure

a) General Report b) Budget c) Payment Schedule

NDP SG Chair Heather Mullin updated members with the progress of the NDP SG stating that although there had been no meeting in August work was still ongoing, Mrs Mullin reiterated the success of the world café event. Mrs Mullin stated that lots of reports were now coming together and that these would be available to the Parish Council for their reference to consider for the future. Mrs Mullin confirmed that the Landscape Character Assessment was now complete and that the phase one report would also shortly be completed. The Chairman commented that this would highlight the objectives to focus on. Mrs Mullin stated that key areas of the report would be sustainability and green housing as well as parking and transport links with main towns.

Mrs Mullin stated that the Village Character Assessments would soon commence in Portreath and Bridge, Mrs Mullin commented that the area of Cambrose was still under discussion. Training for the volunteers would be held in the next two weeks. Mrs Mullin commented that the VCA would be the next piece of evidence in the policy making process and would help determine the settlement boundaries.

Mrs Mullin explained the timeline for the progress of the NDP stating that all evidence should be collected and that there would be a public event in December to share these findings. The draft plan will be penned between December and April for the resubmission consultation in May. Mrs Mullin commented that this stage would take 6 weeks and culminate in there being a referendum carried out by Cornwall Council. However, at this stage the NDP SG would no longer be involved with the process and would disband. The Chairman commented that it could take a further 9 months from May for the process to be complete.

Mrs Mullin commented that the submission of the budget report for the £2500 grant had been made and the application for the next part of the grant funding was due to be completed by the end of September. Mrs Mullin commented that there had been a slight over spend against the budget for the NDP, the Clerk concurred however pointed out that the NDP SG had brought in a small income and this would go half way to offsetting this over spend.

8526 Planning

(a) To give consideration as consultees to:

i) Revised scheme with higher floor levels. Positioning of the site has also been slightly altered. Application Reference PA18/03938 conditions 2&3

1 Greenfield Terrace, Portreath – PA19/0580

The Chairman explained the location of the proposed and summarised the properties planning history and invited the applicant to address the meeting.

The applicant explained the changes from the previous application explaining that a new flood risk assessment had meant that with a change in the internal floor heights the lower floor

of the proposed would now be used as habitable space., The applicant also confirmed that the slight alteration of the positioning had been because the original approved design was too close to the boundary.

Following discussion, proposed by Cllr. Frazer, Seconded by Cllr. Jose, members of Portreath Parish Council resolved to raise no objection to the application.

- ii) Listed building consent to undertake structural repair including the use of Helifix type repairs. Repair and cap parapet and coping with lead to address damp ingress

Millennium Hall, Penberthy Road, Portreath – PA19/06853

The Chairman and Cllr. Stewart declared an interest in the application and left the meeting. Vice Chair, Cllr. Frazer invited Mr Male, representative of the applicants to address the meeting. Mr Male explained the challenges of maintaining the building stating that the applicants had sought pre application advice from the planning department and this application was based on the advice received, Mr Male confirmed that there was missing lead in roof had led to water ingress and caused significant damp. Mr Male also confirmed that the building need structurally strengthening. Mr Male explained the proposed Helifix repairs and suggested the works would commence in the spring.

Cllr. Jose proposed that members of Portreath Parish Council strongly support the proposal. This was seconded by Cllr. Ilett put to the meeting and carried unanimously.

The Chairman and Cllr. Stewart re-joined the meeting.

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

It was noted that no further applications had been received.

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

Members noted planning application PA19/ 1&2 Cambridge Farm had been received and considered during August and the response to the planning officer had been to follow option 1 and agree with their recommendation. Members still await the final decision on this application.

- (d) To note any planning appeals

The Clerk read the response from Planning Inspectorate regarding the decision to allow planning application PA18/08076.

Members noted the appeal for PA18/11111. The Chairman commented that with the response of the planning Inspectorate to the appeal for planning application PA18/08706 it would be prevalent to take time to construct a further, stronger objection to the proposed, including taking into account the wishes of the parish, taken from the consultation on the NDP. The Chairman proposed that he would pen an appropriate objection, circulate to members for agreement for submission to the planning inspectorate. This was seconded by Cllr. Frazer put to the meeting and carried.

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

It was noted that planning applications PA19/05315, PA18/08750, PA18/11251, PA19/03530, PA19/04987, PA19/00355 and PA19/05072 had been approved and PA19/02113 had been withdrawn.

8527 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 £9044.79 and the balance of the Savings Account stood at £35,077.47.

- ii) To approve the bank reconciliation for the months of July and August 2019

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

- iii) To receive the Payment Schedule for the period 1st July – 2nd Sept '19 and authorise payment of invoices received and payments scheduled for 2nd Sept– 7th Oct '19

The clerk displayed the payment schedule with payments totalling £9458.28 for the period 1st July – 2nd September 2019 and the payments totalling £7943.08 scheduled for 2nd September – 7th October 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.

The Clerk highlighted the fees for the External Audit and confirmed that this had now been completed and that there were no further recommendations from the Auditor and that the results had now been published. The Chairman congratulated the Clerk for the good results in the audit. The Clerk also highlighted a small over spend by the NDP SG and informed members that a review of the budget would be included on the agenda for the October meeting.

iv) To note any income received

Members noted income of £1957.15, received from HMRC, VAT refund for the years 2017/18 and 2018/19.

(b) Highway matters

The Clerk highlighted correspondence from Adrian Drake – Cormac Highways, regarding preparing for winter. Cllr. Jose agreed to assess the condition of the Parish grit bins and report back should they need replacing or repairs, prior to the being refilled.

Members discussed instance of fly tipping highlighted by Cllr. Frazer and a push on social media of how to report fly tipping was agreed. Cllr. Frazer agreed to arrange this.

(c) Footpaths

There were no reports received regarding footpaths.

(d) Public toilets

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

The Chairman confirmed that Cllr. Stewart had now taken responsibility for the running of the toilets and briefly updated members on the changes with the cleaning contractors staffing arrangements, confirming that Ms Southerden was now currently managing the cleaning herself.

ii) To receive the report regarding the Former Toilets

Cllr. Frazer updated members regarding the enquiry for funding for solar panels for the toilets, stating that the initial enquiry had not led to a funding source, however Cllr. Frazer had been in touch with a local company who may be able to source funding. Cllr. Frazer confirmed that a number of details regarding energy usage, and the buildings would need to be provided in order to proceed with this query. The Clerk agreed to assist with these details where necessary.

The Chairman reported that the paperwork stored in the former toilets had been sorted through and the unnecessary papers taken for confidential shredding.

Cllr. Kendall informed members he would be inspecting the options for sand wheel chairs in the coming days and agreed to report back at the next meeting.

(e) Members reports on various meetings

There were no reports received on meeting attended by members.

(f) Clerks Report

The Clerk reported that it would take a while to catch up with the paper work following her recent holiday. The Chairman reminded members of the clerk's priorities, as agreed at the August meeting.

The Clerk gave a brief update on the planning of the Remembrance Service and Parade.

The Clerk informed that the Meet the Clerk sessions would resume in September with The Beach Café being the next venue, date to be confirmed. The Clerk agreed to liaise with the NDP SG to try and ensure a presence at the sessions.

(g) Website, Social media and IT

The Clerk and Cllr. Frazer concurred that all was going well with the website, Social media and IT systems.

8528 To receive update on the second stage of the Community Governance Review,

authorise any action and consider associated expenditure

The Clerk updated members on the 2nd stage of the community governance review, displaying the documents supplied by Cornwall Council. Members concurred that of the submissions from local councils the only submission affecting the Parish of Portreath was that of St Agnes. Cllr. Frazer proposed that Members of Portreath Parish Council respond to the consultation stating that they fully support the proposal by St Agnes Parish Council to alter the parish boundaries at Porthowan to include Chapel Meadows and neighbouring properties in the St Agnes Parish. This was seconded by Cllr. Stewart, put to the meeting and carried.

8529 Review the Financial Regulations, update where required, authorise any action and consider associated expenditure

Cllrs Ilett and Stewart updated members and informed them that a new model document had just been circulated by CALC. Cllr Ilett explained that the changes were minimal and would unlikely affect the works that had been carried out to date. Cllrs Stewart and Ilett agreed to confirm the changes and circulate to members for approval at the October meeting.

8530 Review of the 19/20 Projects and Goals as set at the meeting 29/07/19, authorise any action and consider associated expenditure

Old Toilets: The report regarding the Old toilets was covered under item 10 D (ii) on the agenda and referenced in minute 8527 D (ii).

New Toilets – Maintenance: The Chairman instructed the Clerk to chase Openreach regarding the survey for the removal of the pole and commented that once the pole was moved it would be prevalent to retain the cubicle behind the blue door for storage until the works to the former toilet block were complete.

New Toilets – Management: The report regarding the New Toilets – Management was covered under item 10 D (i) on the agenda and referenced in minute 8527 D (i).

Flood Defence: Members noted the report from the EA from earlier in the meeting and the Chairman reminded members the EA were also looking at the flooding problem at the bottom of Illogan Woods.

NDP SG: The Chairman highlighted the report from the NDP SG Chair from earlier in the meeting.

Duke of Leeds Land: There was no update on the Duke of Leeds Land

General Signage: There was no report on General Signage

Devolution: The chairman reminded members this was highlighted under item 6 on the agenda referenced in minute 8523

Major Meetings: The Chairman thanked Cllr. Frazer for attending the opening of Kresen Kernow and the Reduth Pasty festival and commented the he would be attending the Battle of Britain service at Illogan Church and RRH Portreath on the 11th September.

Mineral Trails: Cllr. Ilett confirmed he would be attending the next meeting of the group on the 4th September.

WAAF Site: Cllr Jose confirmed that he had checked the WAAF Site and that currently access was secure and limited to Portreath Parish council and the adjacent Land Owners, and that the site itself was very over grown.

IT Support: Cllr. Frazer confirmed this was ongoing.

Risk Assessments: The Clerk confirmed that she had been looking for quotes for legionella risk assessments, the Chairman reminded members that they were to assist with the completion of risk assessments.

8531 To consider the new joint approach to tackling Community Environmental nuisance and crime using a non-confrontational enforcement tool (Incident Report Card) with Cornwall Council, authorise any action and consider associated expenditure

The Chairman reported on attending the training given by Cornwall Council on the issuing of the incident report cards for environmental nuisance crime. The Chairman commented that it was a revised amalgamation of former systems for reporting these crimes, and the training was being rolled out to town and parish councillors and council staff throughout Cornwall. The Chairman expressed his reservations about joining the scheme, informing councillors that he felt that with in a small community this would have a negative impact on the lives of the councillors if residents thought that they were reporting environmental nuisance crimes of their neighbours.

The Chairman talked members through the training presentation supplied by Cornwall Council. Members commented that the design of the cards was poor and needed revising. Cllr. Ilett commented that this reporting system was due to be discussed at the next Mineral Trails meeting. Councillors concurred that should the scheme be opened to community groups this would work better in small communities like Portreath, members commented that #Love Portreath members would be better placed for this training. Following discussion, the Chairman proposed that members of Portreath Parish Council step back from this trail and look again to joining when feedback had been received on the success of the scheme and the impact on those issuing the report cards in small communities. This was seconded by Cllr. Kendall put to the meeting and carried. The Clerk agreed to feedback to Public Protection regarding the decision of the council.

8532 To receive various items of correspondence, authorise any action and consider associated expenditure

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:

- **PIC request to consider working together in devolving the lighthouse Hill Carpark.** Members noted this correspondence as this subject had previously been discussed under item 6 on the agenda minute reference 8523.
- **Lighthouse Hill – Residents email regarding antisocial behaviour.** The clerk reported vehicles had been accessing the playing field despite the placing of large boulders to discourage this. The Clerk confirmed that this has been reported to the relevant department within Cornwall Council and this would be looked at again.
- **Parking, Drop off and Crossing Patrol at Portreath school, Email from Parent.** The Clerk read the email outlining lack of parking available directly outside the school, loss of the crossing patrol, lack of a safe drop off directly outside the school and request for members to look into this. Members discussed at length options for parents who drive their children to the school and highlighted a number of safe places to park close to the school including in the car park of the Portreath Arms. The Clerk informed members that the head teacher was currently looking into a number of options including a walking bus, and that Cornwall Council have confirmed that a relief crossing patrol would be in place for the start of the school term. Members commented that the parking of school parents should not have a negative impact on residents who do not use the school and hoped the issue would be alleviated with the reinstatement of the crossing patrol.
- **Homelessness survey.** Members noted the survey circulated by Cornwall Council and concurred that no comment on the consultation was necessary.
- **Schoolscapes Coffee Morning invitation.** Cllr Stewart agreed to attend with the former crazy golf course in mind should members resolve to devolve this from Cornwall Council.
- **Litter bins on Penberthy Road.** The Clerk reported residents had complained about the removal of litter bins from Penberthy Road. The Clerk informed members she had been looking into this, but with no resolution to date.
- **Holmlea and footpath via incline, request from support from resident.** The Clerk read the email from the resident and members. Following discussion members suggested that the resident be directed to the relevant departments in Cornwall council for expert advice.

8533 To give consideration to any applications received for grants/donations

The Clerk informed members that St John's Ambulance had requested a 136 donation. Members concurred that as previously agreed S136 grants would be issued to smaller local charities, or those who directly support members of Portreath Parish.

8534 To agree the date of the next meeting, Monday 7th October 2019, 6:30pm.

Members agreed the date of the next full meeting be held on Monday 7th October 2019 at Portreath School.

8535 Close of Meeting

The Chairman thanked members for their attendance and the meeting closed at 21:15pm.

7th October 2019

Chairman – Cllr. Mr. Chris Matijasevic

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