

**Minutes for the Extra MEETING of PORTREATH PARISH COUNCIL held  
at Portreath CP School, Portreath on Monday, 7<sup>th</sup> October 2019, 6:30pm.**

Present: Councillors Mr. C. Matijasevic, Ms. L. Frazer, Mr. D. Ilett, Mr. B. Jose, Mr. S. Kendall, Mr. I. Stewart and Mr. M. Hitchen  
CC Joyce Duffin  
Lucy Jose - Clerk to the Council  
1 member of the public

**8536 Chairman's Welcome and Safety Information**

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

**8537 To Receive Apologies**

There were no apologies recorded.

**8538 Declarations of interests**

None

**8539 Public Participation Session:** When members of the public may raise matters with Councillors  
Matt Way Resort Director from Gwel an Mor addressed the meeting giving an update including details of hosting a charity dinner for Cornwall Hospice Trust, the pantomime, Aladdin on the 18<sup>th</sup> December and the Emergency Services Awards Dinner to which Mr Way extended an invitation to members. Mr Way confirmed that there was a busy two weeks ahead for half term and that there was lots happening for Christmas at the resort. Mr Way confirmed that Gwel an Mor were hosting the next NDP Business group meeting.

**8540 To confirm the minutes of the meeting held on Monday 2<sup>nd</sup> September 2019**

Cllr. Ilett proposed that the minutes for the meeting held on 3<sup>rd</sup> June 2019 be signed as constituting an accurate record of proceedings. This was seconded by Cllr. Jose, put to the meeting and carried.

**The Chairman informed the meeting that the report of the NDP SG would be heard as the next item on the agenda.**

**8541 To receive the report from the Neighbourhood Development Plan Steering Group, authorise any actions and consider any associated expenditure**

Mrs Mullin the NDPSG chair addressed the meeting stating that the project was still on schedule and that the next event would be in December or early January and would focus on engaging young people and look at identifying the policies to work on.

Mrs Mullin commented that the NDP SG had put out to tender the writing of the plan but had few responses from potential authors. Mrs Mullin confirmed that the village character assessments were nearly complete and were now in the process of being written up. Mrs Mullin thanked members for asking for the NDP SG assistance in writing the objection for the recent planning appeal. Mrs Mullin reported that the NDP SG had been working with the team in Redruth to look at where support could be found with overlap for businesses, travel and flood defence.

Mrs Mullin summarised the costs of the project and confirmed that there would be another £10000.00 predicted spend. Mrs Mullin confirmed that this funding would come from grants including from Localities, the Big Lottery Grants and the Community Chest via Cllr. Duffin.

Cllr. Duffin commented that when engaging young people for their views, it would be useful to ensure the volunteers were trained to work with young people.

**8542 To receive the report of Cornwall Councillor Joyce Duffin, authorise any actions and consider any associated expenditure**

CC Duffin addressed the meeting confirming that the appeal for planning application PA19/00836 had been dismissed.

CC Duffin referred to the Community Governance Review stating that there had been some upset for St Agnes as a neighbouring parish had disagreed with their proposal for a boundary change, but confirmed that it would not affect the boundary change requested at Porthtowan.

CC Duffin referred to this the Community Network Highways funding confirming that there was already a submission relating to the speed limit on Cott Road and commented that although Adrian Drake from Highways continually is in disagreement regarding the speed limit on the road at Cambrose she intended to work on having this included for the submission for next year, hoping that the support from the engineers for the Tolgus Trail would make a difference.

CC Duffin reported on a complaint regarding the parking on Glenfeadon Terrace in front of Glenfeadon House. Following discussion with members CC Duffin agreed to go back to Cornwall Council and ask that the verges be properly cleared to regain the full width of the road in the hope this would alleviate the problems for residents.

CC Duffin reported on the proposed new Cycle trail from St Agnes to Truro and talked about how the joining of the trails would be a massive benefit to both visitors and locals who would potentially be able to use these for commuting.

The Chairman asked CC Duffin if a date had been set for the devolution meeting regarding lighthouse Hill car park and the land by the small beach. CC Duffin agreed to chase this up.

**8543 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

The Chairman asked the Clerk to chase the EA for a report for the next meeting, commenting that Tom Fletcher who had visited previously had been hopeful that there would be significant progress by the November meeting.

The Chairman updated members regarding the works at the entrance to Illogan woods stating that the project was on hold, whilst a decision was made regarding replacing the bridge with one that met the approved bridleway standard. Members questioned if this was necessary as the path is listed as a footpath.

The Chairman commented that the EA were yet to remove the stones and reseed the area by the small beach. And asked CC Duffin to chase this.

**8544 Planning**

**(a)** To give consideration as consultees to:

- i) Notification for the prior approval for a proposed larger home extension to extend the rear of the bungalow to allow a larger bedroom for a family home, single storey extension

**The Managers Flat, Porthowan Tourist Park, Porthowan – PA19/07723**

Following short discussion Cllr. Jose proposes that members support this application. This was seconded by Cllr. Stewart, put to the meeting and carried.

- ii) Provision of Timber Bridge for pedestrians, cyclists and equestrian, revisited road crossing and verg improvement – North End of the Tolgus Trail, B3300, New Portreath Road, Redruth, TR16 4HT

**North End of Tolgus Trail, New Portreath Road, Redruth – PA19/07843**

The Clerk displayed the plans to the meeting. Cllr Frazer commented that she was pleased to see the thought that had been put into this proposal. Cllr Stewart commented that the proposed looked good and questioned of the wooden fence would be removed. Members concurred that the new plan would see the wooden fence removed, moved and replaced with a more natural alternative. Cllr. Stewart asked what provision had been made for the waste collection for the properties at Cambridge Farm. Cllr. Hitchen explained the history regarding the placing of rubbish in the location each week and confirmed that Cornwall Council would not collect from further up the lane.

Following discussion, proposed by the Chairman and seconded by Cllr. Frazer members resolved to resolved to support this proposal, commenting that they were impressed with thought that had gone into the redesign on for section of the Tolgus Trail, however bringing to the attention of the planners that currently where the proposed path would start (at the entrance to Cambridge Farm) is where the residents of Cambridge Farm (17 residential properties) have their rubbish collected from. Members are concerned that there is currently no alternative place for the refuse to be collected from and would ask that condition be included in the permission that a solution to this be incorporated in the design.

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

Members noted that planning application PA19/08418 had been received since the preparation of the agenda and agreed to consider this at their next meeting.

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

None

- (d)** To note any planning appeals

Members noted that the appeal for planning application PA19/00836 had been dismissed.

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

Members noted that planning application PA19/05819 had been refused, that the EIA for PA19/06347- Screening Opinion was not required and that PA19/01913/PREAPP had been closed with advice given.

**8545** 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 £26,527.88 and the balance of the Savings Account stood at £35,114.59.

- ii)** To approve the bank reconciliation for the months of September August 2019

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

- iii)** To receive the Payment Schedule for the period 2<sup>nd</sup> Sept – 7<sup>th</sup> October 2019 and authorise payment of invoices received and payments scheduled for 7<sup>th</sup> October – 4<sup>th</sup> Novembers 20 19

The clerk displayed the payment schedule with payments totalling £7890.31 for the period 2<sup>nd</sup> September – 7<sup>th</sup> October 2019 and the payments totalling £5754.00 scheduled for 7<sup>th</sup> October – 4<sup>th</sup> November 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 £25,228.25 from Cornwall Council and bank interest of £37.12 totalling £25,265.37

- v)** Review the 2019/20 Budget

The Clerk summarised the budget stating that to date in most areas spend was as budgeted but identified £500 available in Maintenance budget, and £1300 in administration budget that could be reallocated if required. The Clerk highlighted monies within the projects budget that could be reallocated for paying the cost of removing the telecommunications pole.

The Chairman commented that using the contingency budget, would mean that all projects could still be achieved within the municipal year 19/20

**(b) Highway matters**

The Clerk reported the state of the grit bins was ok however the Mile Hill grit bin is hidden in the bushes. CC Duffin agreed to contact CC to manage this.

**(c) Footpaths**

None

**(d) Members reports on various meetings**

Cllr Stewart gave a quick summary of the presentation held by Schoolscapes, who are the company that installed the new play equipment in Greenslade Park for the PIC. Mr Stewart outlined the project recently completed by Gwennap Parish Council to install a new playground. Cllr Stewart explained that the trip had been an information gathering visit focusing on looking at funding opportunities, with devolving for former crazy golf site Cornwall Council. Cllr Stewart reported that the Clerk for Gwennap did most of the grant funding applications herself and is happy to advise should Portreath Parish Council who is to follow the same path. Cllr Stewart also reported meeting an independent funding specialist who he recommended as a good source of information in grant finding and commented that her charges were very reasonable.

Cllrs Ilett and Stewart reported attending the Christmas Lights meeting organised by Mr Jenrick at the Waterfront Inn. Cllr. Ilett commented that the Landlord from the Waterfront had proposed a basic scheme for this year and would look to increase the lights in the future.

#### **(e) Clerks Report**

- The Clerk reported that she had unexpectedly need to take some time off in September due to a family emergency, but was now back to work and currently working hard to catching up.
- The Clerk reported that the next meet the Clerk would be on the 9<sup>th</sup> October at the Bridge Inn.
- The Clerk confirmed that she would be taking annual leave between the 21<sup>st</sup> & 25<sup>th</sup> October 2019.
- The Clerk informed members that Cllr. Stewart was due to attend Health and Safety Training with Illogan Parish Council and that both Cllr. Stewart and the Clerk would be attending the Budgeting and Precepting training hosted by CALC in October.
- The Clerk informed members that it was not acceptable to discuss matters arising or any other business at meetings if they are not previously advertised on the agenda for discussion. The Clerk asked members to consider how these urgent issues that arise should be dealt with at meetings.

#### **8546 To consider the Cornwall Council Consultation regarding the PSPO: Dog Restrictions on beaches,**

formulate a response, authorise any action and consider associated expenditure

The Clerk reported the Previous response at the initial stages of the consultation and displayed the questionnaire to members. Cllr Frazer proposed that the Clerk respond with the previously submitted comments: After reviewing the correspondence received from parishioners regarding dogs on beaches from the past year and full discussion members felt that an acceptable change for the restrictions in Portreath would be to bring the dates more in line with other beaches, meaning the restrictions come in place from the 1st May and finish on the 30th September each year and that during the day access be restricted between 9am and 7pm, to keep the beach dog free for the day and one hour either side of the lifeguard service. This was seconded By The Chairman put to the meeting and carried.

#### **8547 Review the Financial Regulations, update where required,** authorise any action and consider associated expenditure

Cllr. Ilett distributed copies of the revised documents to members, commenting that there were still amendments that need to be included, asking for assistance from members. Cllr. Jose agreed to look at the issues. Cllr. Ilett confirmed that a digital copy would be circulated prior to scheduling the Financial Regulations for approval at the November Meeting.

#### **8548 Remembrance Service and Parade 2019,** to note the date of the 2019 Remembrance Parade and Service; 3rd November 2019, authorise any action and consider associated expenditure

The Clerk confirmed that the date of the service would be on Sunday 3<sup>rd</sup> November 2019 and that Alex Sharpe would conduct service. Cornwall Council had been notified of the event and the road closure applied for and confirmed, and Willsecure booked for the road closure on the day. The Clerk confirmed that invites had been sent and asked members to approve invites being sent by email in future years. The Clerk informed members that Chapter 8 signage had been purchased to meet the requirements for the road closure and that Redruth Town Council had offered to put the signage out two weeks prior to the event.

The Chairman proposed that the Clerk purchase the remaining signage and supplies needed for the road closure, this was seconded by Cllr Jose put to the meeting and carried.

The Clerk asked for volunteers to make cakes to be served after the service.

The Clerk informed members that a different type of poppy for the lampposts would be purchased this year in hope that they would be sturdier and not need replacing annually. The Clerk explained that the poppies used last year would be upcycled by the Children from the school into a large poppy that can be displayed in the parish.

The Clerk informed members that they would be allocated duties for the day of the parade and asked that they support the event by attending.

**8549 Review of the 19/20 Projects and Goals as set at the meeting 29/07/19**, authorise any action and consider associated expenditure

- a) **Old Toilets** Cllr Frazer updated members on the funding for solar panels. Cllr. Frazer informed members that she had met with the company who can help with funding application and stated if more community groups that were interested in the scheme would be more viable, and commented that PIC were interested, that the school as Part of a MAT would likely not be included but hoped that the Surf Club would become on board as well.
- b) **New Toilets – Maintenance** Cllr. Stewart reported that one of the flush units had stopped working and at the supplier had w3as arranging for replacements for all of the units to be sent out under the warrantee. Cllr. Stewart confirmed that Wallgate would not do a service contract for the toilets as well as the handwash units as there was little to service for the toilets, but had agreed to provide process for callouts and spare parts for the toilet units. Cllr. Stewart informed members that the cubicles would need repainting again this year with a paint that is for purpose as the paint previously used was not withstanding cleaning and told members that he would get some advice on the correct products and prices for repainting.
- c) **New Toilets – Management** Cllr. Stewart informed members that he had completed a tender document for the management o the toilets and a contract to be signed by the winning contractor, and commented that his recommendation the timing of the contract would be for three years. Cllr. Stewart indicated that the current contractor was keen to continue, but would ensure that three quotes would be available for consideration when the decision was made.
- d) **Flood Defence** no update reported
- e) **NDP SG** report heard under minute number 8541
- f) **Duke of Leeds Land** no update reported
- g) **General Signage** no update reported
- h) **Devolution** The Chairman commented that as per minute 8542 members were awaiting a date to meet with Cornwall Council to discuss the proposal.
- i) **Major Meetings** no update reported
- j) **Mineral Trails** Cllr. Ilett circulated a picture of the entrance to the Mineral Tram Route at Bridge which he felt was very unwelcoming to trail users, members considered the image and commented that the sign had been in place for a number of years.  
Cllr. Ilett commented that having attended that last forum meeting members were keen to engage with the environmental nusincence crime report cards and that the group had been promoting the Refill App, a national scheme for directing members of the public to places they can refill water bottles.
- k) **WAAF Site** no update reported
- l) **IT Support** no update reported
- m) **Risk Assessments** Cllr. Ilett commented that parts of the Financial Regulations would make up parts of the risk assessment required for finances.



**8550** 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:

- RNLI – Requesting signage be considered at the foot of Western Hills warning of the sheer cliff ahead, following another recovery of a dog at the foot of the cliffs. The Clerk confirmed that she had put the RNLI and the National Trust in contact to discuss this issue, and confirmed to members that there was indeed appropriate signage in place at this location.
- Feadon resident – Regarding the wildlife Area at Tregea Park, following discussion with members and Gwel an Mor representative all at the meeting concurred that the developer had confirmed they would fulfil their obligations in the coming week.
- Holmlea – The Clerk confirmed that advice had been received from the planning officer regarding the development, which would be shared with the resident who had raised the issues with the development.

**8551** To give consideration to any applications received for grants/donations

Following discussion members agreed that they would support very local charities and groups only and that the request for a donation from the Merlin Centre would be turned down.

**8552** To agree the date of the next meeting Monday 4<sup>th</sup> November 2019, 6:30pm.

Members agreed the date of the next full meeting be held on Monday 4<sup>th</sup> November 2019 at Portreath School.

**8553** Close of Meeting

Prior to the meeting closing Cllr. Frazer announced her resignation as councillor, commenting that when time allowed, she would be keen to sit on the council again in the future. The Chairman and Councillors thanked Cllr. Frazer for her commitment, expertise and support during her time as councillor. The Chairman instructed the Clerk to take steps to announce and fill the vacancy.

Thanking all present for their time The Chairman closed the meeting at 20:20pm.

4<sup>th</sup> November 2019

Chairman – Cllr. Mr. Chris Matijasevic