

**Minutes for the Extra MEETING of PORTREATH PARISH COUNCIL held  
at Portreath CP School, Portreath on Monday, 4<sup>th</sup> November 2019, 6:30pm.**



Present: Councillors Mr. C. Matijasevic, Mr. B. Jose, Mr. I. Stewart and Mr. M. Hitchen  
Lucy Jose - Clerk to the Council, 5 members of the public

**8554 Chairman's Welcome and Safety Information**

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

**8555 To Receive Apologies**

Apologies were recorded from Cllr. Kendall & Ilett

**8556 Declaration of Interests**

The Clerk presented the Gifts and Hospitality register to members and explained how it should be completed by Members. The Chairman and Cllr. Hitchen completed the register declaring hospitality received from Gwel an Mor during October.

**8557 To receive nominations for and to appoint Vice Chairman for the remainder of 2019/2020**

The Chairman nominated Cllr. Stewart for the role of vice chair, this was seconded by Cllr Jose, put to the meeting and carried.

**8558 Public Participation Session**, when members of the public may raise matters with Councillors Matt Way Resort Director from Gwel an Mor address the meeting updating them on details for the Emergency Services Dinner and the Christmas plans for the resort and preparations for the upcoming year. Mr Way informed the meeting of an initiative working with the app Tidal Revival encouraging members of the public to pick up litter on the coast in return for rewards.

**8559 To confirm the minutes of the meeting held on Monday 7<sup>th</sup> October 2019**

Cllr. Jose proposed that the minutes for the meeting held on 7<sup>th</sup> October 2019 be signed as constituting an accurate record of proceedings. This was seconded by Cllr. Ilett, put to the meeting and carried.

**8560 To receive the report of Cornwall Councillor Joyce Duffin**, authorise any actions and consider any associated expenditure

There was no report received from Cllr. Duffin.

**8561 To Receive the report from the Neighbourhood Development Plan Steering Group**, authorise any actions and consider any associated expenditure

In the absence of the NDPSG Chair Cllr. Matijasevic updated members on the progress of the NPD commenting that the process was on plan and that currently sections of the report were being written and potential policies identified which would be put to the public at a small consultation in January. The Chairman informed members of the new Instagram project that was underway to engage young people who had not come forward during the initial consultation phase.

18:40pm NDP Chair Health Mullin joined the meeting, Mrs Mullin addressed the meeting and added information regarding the Instagram competition commenting that young people 11-21 were being invited to post a selfie, and there would be a prize donated by Gwen an Mor for the winner. Mrs Mullin informed members that, by way of public engagement there would also be a pizza night for young people to attend in December.

Mrs Mullin confirmed that the village character assessment was now complete and awaiting funds from the next round of grant funding to be written up. Mrs Mullin confirmed a number of sources were being looked into for grants.

Mrs Mullin commented that James Evans would be helping with writing the final NDP document and that this should be ready for pre submission consultation in April.

Mrs Mullin stated that following the planned public engagements the final selection of policies would be made to go into the plan.

Mrs Mullin drew councillor's attention to a document highlighting important issues to the community taken from the previous public consultations that could not be addressed within the NDP. Mrs Mullin asked members to study the document and requested feedback from the Parish Council on the report.

Mrs Mullin left the meeting at 18:50pm.

**8562 To receive an 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 Clerk reported that despite several attempts there had been no correspondence received from the Environment Agency Regarding this project. The Chairman asked the Clerk to persist with requesting an update.

The Chairman reported that following contact with Nick Ely from The EA the area adjacent to the small beach would be cleared of stones and grass seed laid to restore the area after the repair of the wall. The Chairman commented that this works would likely happen in the spring.

Councillors noted questions for the EA from the members of the public present at the meeting queering if private flood risk assessments would still be necessary after the project is completed.

The Chairman asked the Clerk to republish the reports from The EA on the website.

**8563 Planning**

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

**i)** Erection of a conservatory to the rear

**30 Ashton Close, Portreath – PA19/08418**

Following short discussion, proposed by Cllr. Stewart, seconded by Cllr. Jose, members of Portreath Parish Council resolved to support this proposal.

**ii)** Erection of a 2 bed bungalow

**Land South of Porthowan Farm, Chapel Meadow, Porthowan – PA19/02247**

The Chairman explained the location of the proposed and the planning history for the development. The Clerk informed members that she had spoken to the planning officer expressing concern that as the neighbours had been so vocal when the application was previously considered that as there had been no public comment that perhaps the direct neighbours had not received notification of the significant changes to the plans (from 2 bed bungalow to 3 bed house).

Members discussed the application and considered the plans, and there was lengthy discussion of the planning department consultation process and its efficiency.

The Chairman proposed that members defer making comment until the neighbours had been properly notified and the application be considered at the December meeting. This was seconded by Cllr. Jose put to the meeting and carried.

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

None

**(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

The Clerk informed members of the appeal for planning application PA19/05819.

Cllr Hitchen Declared an interest in this application and left the meeting.

The Clerk informed members that the applicant's planning agent had written the members.

The Clerk reminded members of their initial comments, their response to the 5-day notice and read the correspondence from the planning agent, members noted the complaint made against the planning officer regarding the mis-calculation of the area of the proposed dwellings and the request to clarify with the planning inspectorate this councils views an consultees.

Members studied the reasoning for the application being refused noting a number of reasons for refusal.

The Chairman proposed that this council maintain their decision to agree with the with the planning officer's recommendations at the point of the 5-day notice. This was seconded by Cllr. Stewart, put to the meeting and carried.

Cllr. Hitchen was invited to re-join the meeting.

- (e) To receive the report of planning decisions and correspondence and authorise any actions  
Members noted that planning application PA19/06853 had been approved, PA19/07723 need to be submitted as a full application and PA18/05380 had been withdrawn.

**8564 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 £21162.11 and the balance of the Savings Account stood at £35,114.59. Cllr. Stewart checked these figures against the bank statements provided by the Clerk.
- ii) To approve the bank reconciliation for the month of October 2019  
The Clerk presented the Bank reconciliation for the Month of October 2019 to the meeting. This was approved by councillors and signed by Cllr. Stewart.
- iii) To receive the Payment Schedule for the period 7<sup>th</sup> October – 4<sup>th</sup> November 2019 and authorise payment of invoices received and payments scheduled for 4<sup>th</sup> November – 2<sup>nd</sup> December 2019  
The clerk displayed the payment schedule with payments totalling £5350.44 for the period 7<sup>th</sup> October – 4<sup>th</sup> November 2019 and the payments totalling £5484.50 scheduled for 4<sup>th</sup> November – 2<sup>nd</sup> December 2019. The Chairman 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  
None

**(b) Highway matters**

The Clerk reported that the grit bin on Mile Hill was still in the over grown verge and agreed to contact Cornwall Council to request the verges be cut.

Cllr. Jose informed members that he had reported a number of highways issues via the Cornwall Council website report it section, which were now in had.

**(c) Footpaths**

Cllr. Stewart informed members that he had reported the water leak in the pavement on Penberthy Rad to South West Water.

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

Cllr. Stewart reported his attendance at the Budget training and commented that contingencies needed to be considered when setting the budget next month commenting that, 3 months running costs may not be sufficient for this council. Cllr. Stewart commented that during this training the subject of GDPR had arisen and Cllr. Stewart informed members that he had been corresponding with the Clerk from Illogan Parish council for advice and had discussed with the Clerk the measures in place for this council currently, Cllr. Stewart commented that this would need to be addressed as an agenda item in the future.

Cllrs. Stewart and The Chairman agreed to report attending the devolvement meeting later in the agenda.

The Chairman reported on attending the Portreath Business group meeting. The chairman explained that the group had grown from the NDP Business work stream and its members were now looking to appoint a committee to create a standalone Business group for the Parish.

**(e) Clerks Report**

- Remembrance Parade: The Clerk reported a successful event. The Chairman thanked the Clerk for her work in creating such a fabulous event. Representative of St Mary's Church present at the meeting comments there were 158 persons recoded in the church, but commented that there were a great number who attended the wreath laying service outside who did not continue to attend the full service, estimating that there were over 200 present at the memorial.
- Meet the Clerk: The Clerk confirmed the location of Novembers event as the Tideline Café, commenting that a date was yet to be set.
- Agenda Items: The Clerk reminded members that if they had any items that they would like addressing at meeting to let her know and they would be included on the agenda for discussion.

**8565 Adopt the revised Financial Regulations as amended by Cllrs. Ilett and Stewart**, authorise any action and consider associated expenditure

Cllr. Jose confirmed he had made the amendments as requested at the last meeting. Members concurred that Cllr. Ilett should be present when the Financial Regulations were adopted and agreed to defer this until the next meeting.

**8566 To consider arrangement for recruiting a new councillor to fill the casual vacancy**, authorise any action and consider associated expenditure

The Clerk confirmed that Cornwall Council had given the instruction that the vacancy could be filled by co-option and that the notifications would be published on the 6<sup>th</sup> November with a closing date for applications as the 27<sup>th</sup> November. The Clerk commented that all candidates would be invited to attend the December meeting and that on the advice of Cornwall ALC for the co-opting should be at the end of the agenda, giving applicants time to see how the meetings work and the role of the council. The Clerk commented that if there were more than one candidate there would be a ballot for the position.

**8567 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** With the resignation of Cllr. Frazer, the Chairman suggested Cllr. Hitchen take on this project. Cllr. Hitchen agreed and the Chairman instructed Cllr. Hitchen to make contact with former Cllr. Frazer for an update on the project including the progress of the grant for solar panel installation.
- b) **Flood Defence** The Chairman gave a brief update on the proposed works at the entrance to Illogan woods stating that he was awaiting a response from Cormac regarding the selection of an appropriate bridge for the works.
- c) **NDP SG** The Chairman referred members to the earlier update from the NDP SG Chair.
- d) **Duke of Leeds Land** Cllr. Jose informed members that he had been working on the risk assessment for the Duke of Leeds Land and stated that the assessment would result in a number of measures the council would need to address to limit risk on the land.
- e) **General Signage** There was no update regarding general signage.
- f) **Devolution** The Chairman reported attending a successful meeting with Cllr. Stewart, representatives from Cornwall Council, including CC Duffin and representatives from PIC and PAL regarding devolving Lighthouse Hill carpark and the former crazy golf from Cornwall Council. The Chairman informed members that he had been looking at a business plan template supplied by Charlotte Caldwell (Cornwall Council) with representative from PAL, and once complete would be submitted back to CC, commenting that this Parish Council would take ownership of the land with PIC/PAL managing the space. The parking area would be upgraded and an entrance system installed, the Chairman commented on the possibility of including a park and ride service to the outskirts of the village.

Cllr. Hitchen comment on the size of their project, the Chairman concurred that it would not be a quick project.

The Chairman explained that the only option for the former Crazy Golf land would be to lease the area, so as not to take on any responsibility for the Sea Wall. The Chairman commented that there would need to be extensive public consultations once leasing this land came to fruition. Cllr. Stewart commented that he had been liaising with a local supplier and would present a draft design of ideas for the area to the council at a future meeting.

**g) Major Meetings** The Chairman reported on the attendance of the Battle of Britain Service at Illogan memorial and RRH Portreath. The Chairman commented that the offer of tours of RRH for members of the parish had been offered by staff at RRH Portreath. The Chairman asked the Clerk to liaise with RRH Portreath and advertise the tours.

**h) Mineral Trails** With the absence of Cllr. Ilett there was not update on the Mineral Trails.

**i) WAAF Site** Cllr. Jose informed members that the risk assessment for the WAAF site would follow once the Duke of Leeds assessment is complete.

Members noted that North Coast Holiday Cottages have taken on the kindly been trimming the hedges at the WAAF site to maintain easy access for all the residents and guests that use the road.

**j) IT Support** With the resignation of Cllr. Frazer, Cllr. Jose agreed to take on the IT support role.

**k) Risk Assessments** Members continue to look at the risk assessment program together.

**l) New Toilets – Management** Cllr. Stewart informed members:

- That the baby changing unit needed replacing and asked the clerk to order a new one.
- Tenders for the management of the toilets would be invited this month for the contract of 3 years from the 1<sup>st</sup> April 2020.
- The lock for the accessible cubicle needed attention as it was possible to be locked in the cubicle. Cllr. Stewart commented that he would get a lock smith to look at this and recommend an alternative locking mechanism.
- That using the cubicle behind the blue door made good use of space as storage and even when the pole is moved, recommended that the unit was retained for storage. Members discussed this option and Cllr Stewart proposed that the cubicle be retained for storage when the pole is re-sited. This was seconded by Cllr. Hitchen, put to the meeting and carried.

**m) New Toilets – Maintenance – To consider quotes for the repainting of the cubicles** agree contractor, authorise any actions and consider any associated expenditure: *under the 1960 public bodies (admission to meetings) act the press and public are excluded due to the confidential nature of the business to be discussed*

The Chairman suggested this item was moved to the end of the agenda as there were still a number of public present at the meeting. Members concurred and the item was moved to the end of the meeting.

**8568 To receive various items of correspondence**, authorise any action and consider associated expenditure

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

- Resident – antisocial behaviour in the park: Cllr. Stewart confirmed that PIC had dealt with the incident. Members discussed if a short general social media post could go out to ensure parents are keeping an eye on their children whilst out in the parish.
- Gwel an Mor Emergency Services Awards Dinner -The Clerk asked members to confirm their attendance so that Gwel an Mor could be made aware of numbers for the event. The Chairman Thanked Gwel an Mor for the invite.
- Blue Flag Application - Explaining that this proposal had arisen from the NDP business group, the Chairman asked Matt Way to address the meeting. Mr Way explained the scheme and confirmed that a group had been set up to look at the possibility of applying for the award. Mr Way informed members that, Cornwall Council had offered to write the application, and that Sharps Brewery had been approached for funding for the application. Mr Way explained that the majority of the requirements for the awards were already met, and that consideration

- would need to be made for the siting of a flag pole, the cost of planning permission for a pole and costs and positioning for appropriate signage.
- Planning Enforcement at Tregoa Park. The Clerk informed members of an enforcement notice regarding incomplete works at the Tregoa Park estate. Mr Way confirmed Gwel an Mor were not the developers of the site, however the contractors were now aware of the enforcement notice and that they had now done the majority of the works required, however there were a number of small tasks to be completed, and he would continue to liaise with the contractors to complete these works.
  - Housing Supplementary Planning Document. Members agreed to study this document after the meeting and contact the clerk if any actions were required.
  - Small Beach- The Clerk explained correspondence received from several residents expressing concern that minutes from the meeting 02/09/19 stated that the beach is jointly Owned by the Duchy of Cornwall and Cornwall Council, when the residents have evident that the properties own small section of the land at the end of their gardens. Following discussion and looking at the land registry documents from Cornwall Council and the residents the Chairman issued the following apology, requesting the affected residents the apology by email rather than having to wait to read the minutes:

*'The chairman wishes to express his regret that the following statement made during the September 2019 meeting of the Portreath Parish Council was inaccurate.*

*'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.'*

*Since the minutes of that meeting were published, Portreath Parish Council has received communications from residents of the properties bordering the beach which confirm their ownership of the sand immediately in front of their walled gardens.*

*The chairman wishes to convey his sincere apologies for this mistake and any distress it may have caused those concerned.'*

**8569 To give consideration to any applications received for grants/donations**

None

**8570 To agree the date of the next meeting, Monday 2<sup>nd</sup> December 2019, 6:30pm.**

Members agreed the date of the next full meeting be held on Monday 2<sup>ND</sup> December 2019 at Portreath School.

**8571 Close of Meeting**

Prior to closing the meeting, the Chairman thanked members of the public for their attendance and requested them to leave the meeting under the 1960 public bodies (admission to meetings) act the press and public are excluded due to the confidential nature of the business to be discussed.

Following short discussion members concurred that more quotes should be considered and deferred the decision to the next meeting.

The Clerk commented that the contract for litter picking should be assessed also as this was due for renewal on the 1<sup>st</sup> January 2020.

2<sup>nd</sup> December 2019

Chairman – Cllr. Mr. Chris Matijasevic