

**Minutes of the full MEETING of PORTREATH PARISH COUNCIL held on the Zoom Virtual Meeting Platform on Monday 7<sup>th</sup> September 2020, 6:30pm**



Present: Councillors Mr. I. Stewart, Mr. C. Matijasevic, Mr. B. Jose, Mr. D. Ilett, Mr. M. Hitchen and Mr. R. Symonds (from point indicated)  
Lucy Jose - Clerk to the Council  
Brigid Clarke – Portreath Climate Action Network (CAN)  
3 members of the public

This meeting was held virtually in accordance with *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020*.

**8733 Chairman's Welcome**

The Chairman opened the meeting welcoming everyone present and explained the procedures for the virtual meeting.

**8734 To Receive Apologies**

Due to work commitments apologies were recorded from Cllr Kendall.

**8735 Declaration of Interests**

Cllr. Ilett declared an interest in item 14 on the agenda: To receive update on the Portreath Parish safe high street reopening Grant and recommendations to how to move forward with the purchase of equipment for aiding social distancing for the safe re opening of the high street, ensuring consideration is given to the fair distribution of the grant to local businesses: minute ref: 8746

**8736 Public Participation Session, when members of the public may raise matters with Councillors**

None

**8737 To confirm the minutes of meetings held on Monday 6<sup>th</sup> July, Monday 20<sup>th</sup> July and Monday 3<sup>rd</sup> August 2020**

Cllr. Ilett proposed that that the minutes for the meeting held on 6<sup>th</sup> July 2020 be signed as constituting an accurate record of proceedings. This was seconded by Cllr. Hitchen, put to the meeting and carried.

Cllr. Matijasevic proposed that that the minutes for the meeting held on 20<sup>th</sup> July 2020 be signed as constituting an accurate record of proceedings. This was seconded by Cllr. Ilett, put to the meeting and carried.

Cllr. Jose proposed that that the minutes for the meeting held on 3<sup>rd</sup> August 2020 be signed as constituting an accurate record of proceedings. This was seconded by the Chairman, put to the meeting and carried.

**8738 Review the document adopted on the 23<sup>rd</sup> March; amended on the 4<sup>th</sup> May - COVID-19: Portreath Parish Council Plan**

The Chairman summarised the plan commenting that most services had now resumed but acknowledged that physical meetings were still not possible. The Chairman stated that the scheme of emergency delegation was still in place and would be used only where decisions were needed quickly.

**8739 To receive the report of Cornwall Councillor Joyce Duffin, authorise any actions and consider any associated expenditure**

As Cllr Duffin was not present at the meeting the Chairman listed a number of topics that he had wanted to raise with CC Duffin and asked the Clerk to make contact with the queries.

- Update on the S106 money for the school.
- Update on the progress of the funding application for the changes to the parking arrangements on Tregea Hill.
- Update on the development at Chapel Meadows.
- To advise on the CIL funding that may be available to the CAN or this council.

Cllr Symonds joined the meeting



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**8740 To receive update from the Neighbourhood Development Plan Steering Group,**

authorise any actions and consider any associated expenditure

a) General Update

Cllr. Matijasevic updated the meeting stating that there were three main areas being focused on at present.

1) The pre-submission consultation

2) Finalisation of the website

3) Grant applications: following a budget meeting with the Chairman of the Parish Council and the NDP SG and the Clerk applications for grants totalling £2530 would be made for funds from the locality funding pot.

b) To agree the pre-submission consultation - engagement plan

Cllr. Matijasevic summarised the pre-submission consultation plan that had previously been circulated to councillors, explaining how consultation would work with the current social distancing guidelines in place. Cllr. Matijasevic informed the meeting that the plan had been completed after consultation with other parishes who were at similar stages of the their NDP during lockdown.

Councillors considered the plan asking questions including how those with our internet access would be engaged with and who would be delivering leaflets in the parish. Following debate Cllr. Matijasevic propose that members of Portreath Parish Council accept the pre-submission consultation plan for the Portreath Parish Neighbourhood Development Plan. This was seconded by the Chairman, put to the meeting and carried.

**8741 To receive update from Portreath CAN,** authorise any actions and consider any associated expenditure

The Chairman invited Brigid Clark, representative of the Portreath CAN to address the meeting.

Ms Clarke addressed the meeting stating that the group had now progressed and some meeting had now taken place and Ms Sophie Orme would now be chairing the Portreath CAN. Ms Clarke informed the meeting that now the Climate Action Plan had been adopted it had been shared with Portreath Improvements Committee, the CPIR Climate Action Group and a number of other locals parishes with great feedback received.

Mrs Clarke informed the meeting that there were a number of exciting projects that the CAN are currently considering including installing electric car charging points in that parish and installing a free water refill station. Ms Clarke informed the meeting that Portreath CAN would be working to raise awareness of the government's green homes grant scheme, and were looking forward to working with both #Love Portreath and SAS in the future.

Ms Clarke agreed to continue to represent the Parish on the CPIR Climate Action Group and at Parish Council meetings. The Chairman advised that current guidelines have strong recommendations that there should be no face to face meetings, and suggested at this time that the group meets on a virtual meeting platform.

**8742 Planning**

(a) To give consideration as consultees to:

i) Various works to trees

**Camping Site, Elm Farm, Nancekuke – PA20/06402**

The meeting noted that the tree officer had no objections to the proposal. Following short debate, the Chairman proposed that members of Portreath Parish council support the application. 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  
None
- (e) To receive presentation of the pre submission plans on the potential development of the site known as OS Field 8998, Bridge Moor, followed by question and answer session with applicant and councillors  
The Chairman invited the owner of the site and their architect to address the meeting.

The site owner enquired with members of their knowledge of the pre application that have previously been submitted, stating that following the advice of the planners that he has keen to work with both the council and the NDP SG prior to submitting a full application for the site. Visuals were shown of the plot with ideas of best use of the land available. The owner stated that at this stage these were concept drawings and there had been no design finalised as he was keen to work with the community on the project. The owner explained that the idea of a live-work environment was his vision and that the development closest to Portreath would likely be housing low cost housing using the passive house concept, at the other end of the plot would be an artisan working space with a clear break in the centre of the development. The owner stated that he envisaged businesses such as a pottery or an artisan brewery filling the commercial area with the possibility of a café or local produce shop.

Mr Bernard Tulkens, architect for the projects addressed the meeting stating that the brief for the projects was to provide low cost sustainable housing. The architect went on to explain that the housing would be accessible and affordable to local people and that the dwellings would be built from sustainable materials and be well insulated eliminating the need for central heating, and keeping the running costs of the home to a minimum.

Councillors were offered to opportunity to ask questions of the developer and architect. The Chairman raised the issue of flooding and the flood risk to Portreath associated with the removal of the trees on the plot. The owner and architect confirmed that the final design for the development would ensure that flood risk is mitigated. Councillors expressed concern for the section of Nance Woods (area of SSSI) that was included in the original pre-application submission. The owner confirmed that the area of woodland over the stream would not be touched.

Discussion regarding the settlement areas that have been identified by the NDP followed. Cllr. Matijasevic stated that this site did not fall within the settlement boundary, however this may be classed as a rural exception site. The owner was keen to be involved with the NDP moving forward and asked that he be consulted at the following stages.

- (f) To receive the report of planning decisions and correspondence and authorise any actions  
Members noted that planning applications PA20/04636, PA20/03438, PA20/05609, PA20/04996, PA20/02259 and PA20/03744 had been approved and that planning application PA20/04003 had been refused.

**8743 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 £16,593.57 and the balance of the Savings Account stood at £35,220.13 on the 1<sup>st</sup> September 2020.
- ii) To approve the bank reconciliation for the months of July and August 2020  
The Clerk presented the Bank reconciliation for the Months of July and August 2020 to the meeting. These were approved by councillors and signed by the Chairman.
- iii) To receive the Payment Schedules for the period 1<sup>st</sup> July - 31<sup>st</sup> July and 1<sup>st</sup> – 31<sup>st</sup> August 2020 and authorise payment of invoices received and payments scheduled for 1<sup>st</sup> September - 30<sup>th</sup> September 2020  
The Clerk displayed the payment schedule for the period 1<sup>st</sup> July – 31<sup>st</sup> July 2020. This was approved by councillors and signed by the chairman

The clerk displayed the payment schedule with payments totalling £4,024.77 for the period 1st August – 31<sup>st</sup> August 2020 and the payments totalling £10,641.00 scheduled for 1<sup>st</sup> September – 30<sup>th</sup> September 2020. The Chairman 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**

The meeting noted income totalling £696.76 received during the month of July, this payment was the refund from Openreach.

The meeting noted income of £750 from CC Duffin's community chest and small business rate relief grant from £10,000 from Cornwall Council, both grants for assistance with the Covid-19 response.

**(b) Meetings**, to appoint a new representative to the NHS North Kerrier Reference Group  
Cllr. Matijasevic volunteered to represent Portreath Parish Council at the NHS North Kerrier Reference Group meetings.

**(c) Clerks Report**

- The Clerk reported on a busy summer, with lots of contact from parishioners, however commented that she anticipated that with people returning to work this contact would be reduced in the coming weeks.
- The Clerk gave an update on her progress with the CiLCA course, and explained that once feedback was received for each unit, she would share the work with councillors for their information.
- The Clerk informed members that she had accrued lots of extra hours working over the past few months and that she would be using some of them during the coming weeks to ensure that the year did not end with her having lots of holiday to carry over.
- The Clerk informed the meeting that it was unlikely that a parade be allowed for the Remembrance Service, and most likely a very small service be held at the war memorial and be streamed online, however final arrangements would only be made once instructions from RBL had been received. The Clerk informed the meeting that the parish would be decorated with poppies as much as possible.

**8744 To Review the parking enforcement Service Level Agreement, consider extending the agreement, authorise any action and consider associated expenditure**

The Chairman summarised the scheme to date, stating that during the month of August two additional patrols a week had been carried out, resulting in 21 observations being made and 5 tickets being issued.

The Chairman explained that under the scheme of emergency scheme of delegation that this had been extended up to the 7<sup>th</sup> September. The Chairman asked the meeting for their comments on extending the SLA. Councillors suggested that the SLA be extended until the end of October. Discussion followed regarding the issuing of tickets where the yellow lines were worn. Councillor concurred that it was better they were issued in these locations to act as a deterrent.

The new arrangement for Tregea Hill, resulting from the meeting on the 3<sup>rd</sup> August were discussed but it was noted that this was still in the pipe line and it would be unlikely that these works would be carried out before the start of the new municipal year.

The Chairman proposed that the service level agreement for parking enforcement be continued until the 31<sup>st</sup> October, with two additional one-hour visits each, including one at the weekend, both visits to be carried out in the afternoon. This was seconded by Cllr. Jose put to the meeting and carried.

**8745 To consider the SSE lighting proposal to bring the streetlighting to a standard for adoption by Cornwall Council, authorise any action and consider associated expenditure**

The Chairman informed the meeting that the council has 4 streetlights that they maintain at a cost of approximately £800.00 per year. The Chairman stated that if the street lighting was brought up to a higher standard Cornwall Council would adopt them. The quote from SSE to upgrade them to a standard acceptable by Cornwall Council was £3350.00 + VAT. The Chairman drew councillor's attention to the fact



that this was approximately 4 years running coats to the council. Members noted that Cornwall Council would not contribute to the cost of this upgrade.

Councillors were informed that this would go some way meeting goals of the Climate Action Plan as this would mean the lighting would be switched to LED which is indeed better for the environment. Members noted that the quote was valid until the end of the year and agreed to defer decision on this matter until later in the year. The Clerk was instructed to include this on the agenda for the November meeting.

**8746 To receive update on the Portreath Parish safe high street reopening Grant and recommendations to how to move forward with the purchase of equipment for aiding social distancing for the safe re opening of the high street, ensuring consideration is given to the fair distribution of the grant to local businesses, authorise any action and consider associated expenditure**

The Chairman summarised the scheme, commenting on limitations set by Cornwall Council and informing councillors that to date the only interest in applying for the funding had come from the Portreath Arms.

Cllr Ilett declared an interest in this item and was moved by the Clerk to the waiting room.

Cllr. Matijasevic previously having not realised that the Portreath Arms had shown interest in the Grant also declared an interest in the matter and was also moved to the waiting room.

The Chairman informed the meeting that three quotes for a gazebo and table & chair sets from the Portreath Arms and that they had confirmed that they would be able to store the items. The Chairman suggested that the best quality items should be purchased and commented that the total cost would be approximately £1500 plus VAT. Councillors agreed, that as the items would belong to the council in perpetuity the best quality items should be purchased.

The Chairman proposed that Portreath Parish Council purchase a gazebo, table and chairs to be used by the Portreath Arms, from the safe reopening of highstreets grant. This was seconded by Cllr. Symonds put to the meeting and carried.

The Chairman confirmed that the items purchased would remain the property of Portreath Parish Council and must have the correct signage attached prior to being issued to the Portreath Arms.

Cllrs. Ilett and Matijasevic re-joined the meeting.

**8747 To ratify the decision made under the scheme of emergency delegated authority to apply for the SBRR Grant of £10,000.00 from Cornwall Council**

The Chairman explained that Portreath Parish Council had been contacted by Cornwall Council to inform them that the council was has been eligible for the corona virus relief small business rate relief grant of £10.000.00, which had previously been thought were not available to precepting bodies.

The Clerk informed that meeting that both himself and the Clerk has researched this and it did indeed seem that this council qualified, however the deadline for application was 28<sup>th</sup> August, and under the scheme of emergency scheme of delegation the decision had been made to apply for this grant.

The Chairman informed the meeting that grant had now been awarded and that there were no specific stipulations to how the grant should be spent.

Councillors unanimously agreed that they had not objections to the decision to apply for the grant.

**8748 To note the NALC E01-20 National Salary Award 20/21 relevant to paid staff of the council, authorise any action and consider associated expenditure**

The Meeting noted that the salary scales for council employees had been published with increased rates from the 1<sup>st</sup> April 2020. The Chairman informed that meeting that this would mean a backdated pay rise for the Clerk, which had previously been included in the 20/21 budget.

**8749 Update on projects for the year 20/21 authorise any action and consider associated expenditure**

**a) Former Toilets**

**i) General Update**



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Cllr. Hitchen informed the meeting that he had looked at the building and felt that renovations costs would be significant and stated that there were other options that should be considered for the building which may be more cost effective.

- ii) Consider instructing a structural surveyor/quantity surveyor to look at the building and provide a report for the consideration of the reuse of the building in different forms in the future

Costings for a structural survey were discussed.

The Chairman proposed that Portreath Parish Council instruct a structural surveyor/quantity surveyor to look at the building and provide a report on the condition of the building and provide estimated costings for of the reuse of the building in different forms in the future. This was seconded by Cllr. Ilett put to the meeting and carried.

The Clerk agreed to write a briefing to be circulated to possible contractors for obtaining like for like quotes for this work.

b) **Public Toilets**

The Chairman reported that the social distancing measures in place were working well. The chairman reported that the door of the end cubicle had been damaged in the wind and the door had been made safe and the cubicle was now closed. The Chairman reminded members that it had previously been discussed that the 21/22 budget should include the cost of replacing the doors of all the cubicles. The meeting debated the replacement of the door and that it should be replaced along with the other damaged door on the building. The Chairman agreed to gather quotes for a synthetic and substantial alternative to the current wooden doors.

The fire risk assessment for the building was discussed, the chairman explained that he had a quote for carrying this out. Following discussion, the Chairman agreed to get further quotes for this work.

- c) **Devolution** – Consider progressing the project to devolve Lighthouse Hill car park from Cornwall council with view to upgrading and using as a carpark as a revenue stream for the parish council, working with Portreath Association Ltd (PAL). Cllr. Matijasevic reminded members on the background of the project, explaining that the devolution of the parking area at the top of lighthouse Hill had been primarily to protect the land form development, but having been identified during the NDP research the lack of parking in the village had driven the council to look at the possibility of taking on the land and working with Portreath Association Ltd to provide a parking area with the possibility of a shuttle bus to the beach and village.

Cllr. Matijasevic explained a breakdown of the costings of setting up the enterprise, totalling approximately £13000.00, it was noted that Cornwall Council would make a contribution of £7500.00 to the project however there would be no financial support from other village organisations so the cost of moving the project forwards would be the responsibility of this council.

Councillors debated the project asking questions including if this would be a profit-making project, and if there was a 5-year plan written. Councillors asked if the provision would favour providing day time parking or a stopover place for campervans. Councillors commented that the project would need close management for it to be successful. Councillors queried if the proposed would be used or if people would rather park closer to the beach and centre of the village. Concerns were raised that the issue of antisocial behaviour would not be solved by the project. Councillors expressed concern at the cost of the project and that estimated cost of setting the project up being unrealistic.

The meeting acknowledged the risks of the project, and it was noted that the area would be protected from development in the NDP.

The Chairman proposed that the project be halted and that members of Portreath Council would not look to progress the devolution of the land on Lighthouse Hill from Cornwall Council. This was seconded by Cllr. Jose, put to the meeting and carried.

Cllr. Matijasevic agreed to contact Cornwall Council and PAL and inform them of the decision.



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- d) **NDP SG**  
Cllr. Matijasevic referred to the report under item 8 on the agenda (minute ref: 8740).
- e) **Flood Defence**  
Councillors noted the near miss flooding event of the 27<sup>th</sup> August. It was noted that councillors were awaiting a report on the incident from Cornwall Council.
- f) **General Signage**  
The Clerk was asked to contact Illogan Parish Council and find out who produced the new signage they have recently installed.
- g) **Major Meetings**  
There was no update on major meetings.
- h) **Mining Trails and MVRG group**  
Cllr. Ilett updated the meeting stating explain that he had carried out an audit of the coast to coast trail that sat within the parish boundaries. Cllr. Ilett informed members that there is one bench that was in need of repair, there were two waymarks that needed re-siting, a section where drainage needed attention. Cllr. Ilett agreed to forward his report to Cormac.  
  
The Chairman informed members that he had attended a meeting of the MVRG, and had advised the group that meeting in public was still not recommended.
- i) **It Support**  
Cllr. Jose informed the meeting that he would work with the Clerk on an accessibility compliance check of the website to bring it up to date with current regulations.
- j) **WAAF Site**  
The meeting noted that following a report for a neighbour the access through the site had been trimmed.
- k) **Duke of Leeds Land**  
There was no update on the Duke of Leeds Land.
- l) **Risk Assessments**  
The Clerk reported that key areas identified in H&S policy to be adopted later in meeting would be the focus of the risk assessments. The meeting discussed the possibility of employing a consultant to write the risk assessments, however the Clerk advised members to allow some time for her to collate some model documents before committing to this spend.

**8750 To adopt the updated Health & Safety Policy**, authorise any action and consider associated expenditure  
The Chairman reminded the meeting that following the annual meeting council policies and documents would be reviewed and readopted where required.

The clerk presented the draft to the meeting. Following discussion, the Chairman proposed that the Health & Safety Policy be adopted by Portreath Parish Council. This was seconded by Cllr. Jose, put to the meeting and carried.

**8751 To adopt the updated Code of Conduct**  
The clerk presented the draft to the meeting. Following discussion Cllr. Jose proposed that the updated Code of Conduct be adopted by Portreath Parish Council. This was seconded by Cllr Symonds, put to the meeting and carried.

**8752 To adopt the updated Equal Opportunities Policy**  
The clerk presented the draft to the meeting. Following discussion. Cllr Matijasevic proposed that the updated Equal Opportunities Policy be adopted by Portreath Parish Council. This was seconded by the Chairman, put to the meeting and carried.

**8753 To adopt the updated Freedom of Information Policy**  
The clerk presented the draft to the meeting. Following discussion amendments were suggested for the first paragraph of the policy Cllr. Matijasevic proposed that following the amendment of the first paragraph the updated Freedom of Information Policy be adopted by Portreath Parish Council. This was seconded by Cllr. Ilett, put to the meeting and carried.



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**8753 To adopt the updated Handling Complaints Policy**

The clerk presented the draft to the meeting. Following discussion Cllr. Matijasevic proposed that the updated Handling Complaints Policy be adopted by Portreath Parish Council. This was seconded by Cllr. Jose, put to the meeting and carried.

**8754 To receive various items of correspondence, authorise any action and consider associated expenditure**

The Clerk reported receiving items of correspondence regarding:

- Overnight sleeping on Beach Road; Councillors discussed the number of overnight campers on Beach Road and throughout the parish in general. Councillors questioned if this is allowed and if signage could be installed to discourage this. The Clerk agreed to contact various departments in Cornwall Council to raise this issue and to respond to the resident who had highlighted the issue.
- Request to consider Installing Electric Vehicle Charging Points in the Parish. The meeting noted that Portreath CAN had agreed to looking into this under item 9 on the agenda (minute ref: 8741)

**8755 To give consideration to any applications received for grants/donations**

None

**8756 To agree the date of the next meeting, Monday 5<sup>th</sup> October 2020, 6:30pm**

The meeting agreed that the date of the next full council meeting would be the 5<sup>th</sup> October at 6:30 to be held on the Zoom virtual meeting platform. The Chairman reminded the meeting that the NDP consultation meeting would be held on Monday 21<sup>st</sup> September encouraging all to attend and participate and to ensure that they read the NDP when circulated and list any question they have prior to the meeting.

**8757 Close of Meeting**

The Chairman thanked everyone for the attendance and participation and reminded the councillors that to ensure they display exemplary conduct during virtual meetings, commenting that councillors should be suitably dressed and must not consume alcohol during meetings. The meeting closed at 20:38.

5<sup>TH</sup> October 2020

Chairman – Cllr. Ian Stewart