

**Minutes for the full MEETING of PORTREATH PARISH COUNCIL held  
on the Zoom Virtual Meeting Platform on Monday 5<sup>th</sup> October 2020, 6:30pm**



Present: Councillors Mr. I. Stewart, Mr. C. Matijasevic, Mr. B. Jose, Mr. D. Ilett, Mr. M. Hitchen, Mr. R. Symonds and Mr. S. Kendall (from point indicated)  
Lucy Jose - Clerk to the Council  
Cornwall Councillor Joyce Duffin (until point indicated)  
3 Members of the public

**8758 Chairman's Welcome**

The Chairman welcomed those present to the meeting and explained procedures for the virtual meeting.

**8759 To Receive Apologies**

None

**8760 Declaration of Interests**

Cllr, Hitchen declared an interest in planning application PA20/07498

Cllrs Matijasevic and Ilett declared an interest in item 12 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, authorise any action and consider associated expenditure

**8761 Public Participation Session, when members of the public may raise matters with Councillors**

None

**8762 To confirm the minutes of meetings held on Monday 7<sup>th</sup> September 2020**

Cllr. Matijasevic proposed that that the minutes for the meeting held on 7<sup>th</sup> September 2020 be signed as constituting an accurate record of proceedings. This was seconded by Cllr. Ilett, put to the meeting and carried.

**8763 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**

**a) General review**

The Chairman stated that there had been no requirement for change of the plan in recent months.

**b) Consider increasing the cleaning regime for the toilets during the winter months, authorise any actions and consider any associated expenditure**

The Chairman explained that with the start of October the cleaning regime for the toilets was due to revert to winter opening, with one cleaning visit and one closing visit a day. Commenting that to ensure the toilets were COVID secure an additional visit midway through the day was required. The Chairman explained that under the scheme of delegated authority this had been agreed with the cleaning contractor at a cost of £12 per day.

The meeting resolved that this was acceptable. Proposed by The Chairman, Seconded by Cllr. Jose.

Cllr. Kendall Joined the meeting at 18:34.

**8764 To receive the report of Cornwall Councillor Joyce Duffin, authorise any actions and consider any associated expenditure**

CC Duffin addressed members stating that many officers of Cornwall Council were still working from home which was having an impact on some service.

CC Duffin summarised the Covid-19 outbreak cluster in the locality confirming that the numbers were now reducing and the outbreak had been contained within one location with a very few isolated cases in the community. CC Duffin stated that the testing regime by public health saw 70% of positive test from people who were asymptomatic.

CC Duffin commented that isolation recommendations for school were based on bubbles and that individual school worked in different ways, supported by Public Health, who are also working with care homes where required.



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CC Duffin informed members that Cornwall Council had put in place redundancy support teams designed to help struggling businesses and advised councillors how they can signpost parishioner in need of financial support during the pandemic. CC Duffin also referenced the help available from citizens advice the mental health support network.

The Clerk asked for an update on the community governance review. CC Duffin agreed to look into the progress of this.

## **8765 Planning**

(a) To give consideration as consultees to:

- i) Reposition of approved extended dwellings known as Unit 3 & 4 Cambridge Barn (resubmission of PA20/02254)

**Unit 3 & 4, Cambridge Barn, New Portreath Road, Redruth - PA20/07498**

Cllr Hitchen Declared an interest in this planning application and was moved to the virtual waiting room.

Councillors considered the application referring to the previous applications for this site, noting the objections on the planning portal. The Chairman and Cllr. Matijasevic confirmed they had attended a COVID secure site visit and commented that the repositioning of the proposed would be better than the current approved plans for this site as the dwellings are further down the hill and now facing the same as all the neighbouring properties.

The Chairman proposed that members of Portreath Parish Council raise no objections to this proposal. This was seconded by Cllr Matijasevic, put to the meeting and carried.

Cllr Hitchen re-joined the virtual meeting.

- ii) Conversion and extension of existing garage to provide residential apartment with variation of condition 2 and removal of conditions 4 and 5 of decision PA19/00355 dated 13/08/2019

**Rose Villa Farm, The Garage, Penberthy Road, Portreath – PA20/07594**

Following debate members of Portreath parish council resolved to object to this proposal stating that the privacy of the neighbouring properties should be protected, which is why this council requested these conditions be included in the original application. Proposed by, the Chairman, seconded by Cllr. Jose, with all members in favour.

- iii) Construction of Garden Studio & Associated works

**Gull Rock House, Lighthouse Hill, Portreath – PA20/07537**

The meeting looked at the plans for the proposed and noted the objections on the planning portal. Councillors discussed the proposed stating that it would be out of place in the surrounding area and noting that the site of the proposed was one of the most prominent in the village. Councillors concurred that the proposed would obscure the view of the historic look out adjacent. Discussion followed regarding that the proposed development would contradict a number of the policies in the draft Neighbourhood Development Plan.

Cllr Matijasevic proposed that members of Portreath Parish Council object to this proposal as the proposed is out of character with the area, which is one of the most prominent locations in Portreath and the proposed contradicts policies 7 and 5 of the Portreath Parish Neighbourhood Development Plan pre-submission consultation document. This was seconded by Cllr. Symonds put to the meeting and carried unanimously.

(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

Councillors noted the planning appeal for application PA20/ 02254

(e) To receive presentation of the pre submission plans for the property known as Gwyn Mergh, Battery Hill, followed by question and answer session with applicant and councillors

The planning agent for the site known as Gwyn Mergh introduce themselves to the meeting stating that they had been engaged by the current owners to come up with a design for the redevelopment of the current property as at present the building is poorly laid out and access is dangerous.

The planning agent explained the challenges of developing the plot referring to the steep cliffs and stated that the applicants were keen to keep the height of the new property in line with the street scene which stepped up with each property. The Planning agent explained that the brief for the development was to create a 2-3 bed house with contemporary living space. The planning agent explained that at the when the pre application was submitted there was positive feedback from the planners.

Councillors asked questions of the design and discussed concerns of the neighbours that the proposed was stepped forward from the current building and the neighbouring properties. The planning agent confirmed that there had been consultation with the neighbours and that moving forward they would continue to engage with the neighbours. Councillors expressed concern for the stability of the cliff behind the proposed. The planning agent confirmed that this had been considered and the necessary surveys had been carried out prior to the design of the property being drawn up.

Councillors expressed the importance of a traffic management plan to reduce the disruption to the neighbouring properties during the development. Members discussed parking arrangements noting that in the design there was only parking for one vehicle. Members concurred that including more parking in the design would be desirable but it was noted that there was currently only one space provided for the existing property. In general members concurred that the design would enhance the area.

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

The meeting noted that Portreath Parish Council had been notified of planning application PA20/ 07548 for Non material amendment at 13 Chapel Meadow, due to the timescales for consultee comments, this council had made the representation 'This response has been formed under the emergency scheme of delegated authority, from an email consultation with councillors, as due to COVID 19, it has not been possible to bring this to a full council meeting within the allowed timescales for consultee comments.

Members of Portreath Parish Council raise no objections to this proposal.'

The meeting noted that planning applications PA20/07548 and PA20/06402 had been approved and that planning application PA20/03850 had been refused.

**8766 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 £34540.48 and the balance of the Savings Account stood at £35,220.13 on the 1<sup>st</sup> October 2020. Cllr. Ilett signed the bank statements.

ii) To approve the bank reconciliation for the months of September 2020

The Clerk presented the Bank reconciliation for the month of September 2020 to the meeting. These were approved by councillors and signed by Cllr. Ilett.

iii) To receive the Payment Schedule for the period 1<sup>st</sup> September– 30<sup>th</sup> September 2020 and authorise payment of invoices received and payments scheduled for 1<sup>st</sup> October – 31<sup>st</sup> October 2020



The clerk displayed the payment schedule with payments totalling £7617.67 for the period 1<sup>st</sup> September – 30<sup>th</sup> September 2020 and the payments totalling £8253.00 scheduled for 1<sup>st</sup> October– 31<sup>st</sup> October 2020. The Chairman proposed that the clerk line up payments as listed in the schedule. This was seconded by Cllr. Matijasevic put to the meeting and carried.

iv) To note any income received

Councillors noted income totalling £25518.39 from Cornwall Council made up of the 2<sup>nd</sup> instalment of the precept and CTS grant.

**(b) Clerks Report**

i) General Update

The Clerk confirmed that she would be taking annual leave during October half term. The Clerk confirmed that the Illogan Parish Council Clerk had been most helpful in advising where to source signage and with providing with risk assessment and policy templates.

The Clerk gave a brief update from the Environment Agency stating that our contact Tom Fletcher had moved on. The Clerk confirmed that although delayed by COVID 19 the project was still progressing, however it was unlikely any works would start before the beginning of April 2021 as it was envisaged that more funding would become available in the year 21/22. Councillor again expressed concern that waiting for additional funding may mean funding currently secured could be lost.

ii) To Agree the purchase of the Twelfth edition of the Arnold-Baker book on Local Council Administration.

Cllr. Matijasevic proposed that the clerk purchase the Twelfth edition of the Arnold-Baker book on Local Council Administration. This was seconded by the Chairman, put to the meeting and carried.

CC Duffin Left the meeting.

**8767 To agree arrangements for the Remembrance Service 2020, authorise any action and consider associated expenditure**

The Clerk confirmed that due to the lack of official guidance from CALC or the government, plans for the service would be limited to Pre-recording the service which would be published on the website and social media pages on Remembrance Sunday. The Clerk confirmed that only persons would be present during filming and that the wreath laying would take place prior to the service with each organisation providing a video of the wreath laying to be included in the recording. The Clerk confirmed that any signing during the service would also be pre-recorded.

The Clerk confirmed that the school had been engaged with the preparations and that the children would be-presenting poppies in planters to the parish council to be placed at the war memorial.

The Clerk confirmed that decorative poppies would be places around the parish as in previous years and asked for volunteers to assist with this.

The Clerk estimated the cost would be approximately £700 and confirmed that sadly due the current situation there would be no Parade and refreshments following the service and that the general public would not be invited to the service recording.

**8768 To review the Parking enforcement Service Level Agreement, consider extending the agreement, authorise any action and consider associated expenditure**

The Chairman confirmed that the current SLA would expire on the 31<sup>st</sup> October 2020 and that with the seasonal restrictions that there was little point in paying to extend the SLA past this date. The meeting noted that the repainting of the double yellow lines on Tregea Hill was scheduled for early 2021.

The chairman informed members that the schedule from August had been received from Cornwall Council, however he had identified some inconsistencies and had returned it to CC to reconsider prior to invoicing.



**8769 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 confirmed that a gazebo and folding table and chairs had now been ordered for the Portreath Arms. The Clerk informed the meeting that there had been a late enquiry to join the scheme by the Basset Arms. Following discussion members concurred that the Basset Arms should be included providing that the funding was still available. The Clerk was asked to make enquiries with Cornwall Council to confirm the funding was available, and if so to proceed with the purchase of a second gazebo and folding table and chairs set.

**8770 To adopt the Fire Safety and Emergency Procedures Policy,** authorise any action and consider associated expenditure

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

**8771 To note the recommendations the fire risk assessment for the public toilets,** authorise any action and consider associated expenditure

The Chairman explained that the fire risk assessment had now been carried out by Fire Safety Cornwall following them providing a more competitive quote than the previous quote discussed.

The Chairman outlined a number of areas highlighted by the risk assessment, including, correcting the electrics for the emergency lighting, installing a key box in the service corridor and including the appropriate fire action notices in and around the building and initiating a programme of testing for the electrics and lighting. The Chairman informed members that the emergency pull cord had been removed and this at this also needed replacing. The Chairman informed members that a local electrician had been sourced to correct the electrical issues and initiate a program of testing.

**8772 To Adopt the Display Screen Equipment Policy,** authorise any action and consider associated expenditure

The clerk presented the draft to the meeting. Following discussion, the Chairman proposed that the Display Screen Equipment Policy be adopted by Portreath Parish Council. This was seconded by Cllr. Matijasevic, put to the meeting and carried.

**8773 To note the recommendations of the Display Screen Equipment risk assessment,** authorise any action and consider associated expenditure

The Chairman proposed a budget of £200.00 for the purchase of a suitable chair for the clerk, and that the clerk also purchase a suitable desk lamp. This was seconded by Cllr. Symonds, put to the meeting and carried.

**8774 Update on projects for the year 20/21** authorise any action and consider associated expenditure

**a) Former Toilets**

Cllr. Hitchen informed members that he had received one quote for the surveying work discussed at the previous meeting. Cllr. Hitchen informed the meeting that he had struggled to find another surveyor who was willing to make a site visit.

The meeting discussed the type of survey that would be required and the Clerk informed the meeting that she had written a brief for this work. Members discussed that cracks in the building and the potential that the building had moved at some point in its history. Cllr. Kendall agreed to try and source more quotes.

Cllr Hitchen commented that it was his preference not to renovate the current building, stating that it should be sold.

The options for the building were discussed including:

- Knock down the current building and rebuild a fit for purpose community building on the same footprint.

- Carry out a survey of the building and gathering the information on costs for renovation.
- Sell the building as it stands.

Cllr Jose expressed that it was his preference that the building be retained, however should it not be suitable for renovation the land be retained for community use.

Cllr. Matijasevic reminded Councillors that there had previously been public consultation on the reuse of the building and there was a strong public request for the building to be retained for community use. Cllr. Jose concurred that this had been the wishes of the public and should be followed up, stating that there would likely be funding available, especially if the building has an element of heritage use.

Members discussed the potential reconfiguration of the building and its potential uses and concurred that a paper trail was needed for this project and councillors would seek further quotations for survey works prior to any further decisions being made.

#### **b) Public Toilets**

The Chairman confirmed that with the cleaning contractor out of action due to injury that the cleaning was indeed still being covered, however the decision to close the toilets had been made during the period of very high winds. The Chairman highlighted some issues with the hand wash units, however informed members that as the service visit was due, he would instruct Wallgate to remedy these issues during the visit.

The Chairman summarised the three quotes received for the replacement of the toilet doors. The Chairman advised that members consider the quote from South West Garage Doors as it was the most detailed, fairly priced and came with the recommendation of Hayle Town Council. The meeting noted that the other quotations were significantly more expensive.

Cllr Matijasevic proposed that 6 of the toilet doors be replaced by South West Garage Doors and a cost of £945 + VAT each. This was seconded by Cllr. Jose put to the meeting and carried.

#### **c) Devolution**

Cllr. Matijasevic informed the meeting that he had contacted both Cornwall Council and PIC of the decision of this council not to proceed with the project to devolve the parking area on Lighthouse Hill. Referring to the former crazy golf site Cllr. Matijasevic informed the meeting that the Environment Agency had made contact to confirm that they would carry out works to level and reseed that area with wild flowers and grasses suitable for the coastal location.

#### **d) Neighbourhood Development Plan Steering Group (NDP SG)**

##### **i) General Update**

The Chairman confirmed that the steering group had continued to meet weekly and were ready for the consultation to go live.

##### **ii) To Approve the NDP pre-submission document so that it may be put to public consultation**

The Chairman summarised the project to date expressing the importance of the decision that was about to be made and its impact on the parish in the future.

Cllr Matijasevic addressed the meeting asking councillors if they had any questions before proposing that members of Portreath Parish Council approve the draft plan and the pre-submission consultation on the plan starting on the 12<sup>th</sup> October 2020.

This was seconded by Cllr. Kendall, put to the meeting and carried.

Cllr Matijasevic summarised the consultation stating that the website was almost ready and that the consultation platform was also ready to go and that several zoom consultation sessions had been booked for the coming weeks. Cllr. Matijasevic spoke of the promotional videos which would be available during the consultation.

#### **e) Flood Defence**

The meeting referred to the short update from the Environment Agency earlier in the meeting. Minute ref: 8766, b, i)



**f) General Signage**

The Clerk referred to discussion from earlier in the meeting regarding signage.  
Minute ref: 8766, b, i)

**g) Major Meetings**

The Chairman informed the meeting that he had attended the online planning conference and that he would be attending the upcoming CPIR meeting.

**h) Mining Trails and Mining Villages Regeneration Group (MVRG)**

Cllr. Ilett informed members that he had forwarded his report to Cornwall Council as requested at the last meeting and was awaiting a response. Cllr. Ilett mention that filming for a channel 5 program was taking place this week at several location along the tram.

The Charmian reported that there had been no further meetings of the MVRG due to COVID 19.

**i) IT Support** - Ongoing no specific update

**j) WAAF Site** – Nothing to report

**k) Duke of Leeds Land** – Nothing to report.

**l) Risk Assessments**

The Clerk agreed to collect quotes for the legionella Risk Assessment and commented that she had been making progress with risk assessment in recent weeks. PAT testing was discussed and the Clerk confirmed that once an electrical equipment risk assessment had been completed she would organise relevant testing.

**8775 To receive various items of correspondence**, authorise any action and consider associated expenditure

The clerk confirmed correspondence received from:

- The owners of the former Post Office informing the council and their neighbours of its intention to demolish the property on the 5<sup>th</sup> October 2020.
- Request to be included in a project installing Water refill station. The clerk confirmed that this request had been passed to Portreath Climate Action Network.
- The Chairman informed members of correspondence passed to him by a resident outlining concerns of vehicles mounting the pavement on Penberthy Road. The Chairman confirmed that these had been passed to Highways who had responded to the resident.

**8776 To give consideration to any applications received for grants/donations**

The Clerk informed members of a request from help from the Preschool, however informed members that the preschool required equipment to assist with social distancing and that there were also discussions happening with their landlords at present.

**8777 To agree the date of the next meeting**, Monday 2<sup>nd</sup> November 2020, 6:30pm

It was agreed that the date of the next full council meeting would be the 2<sup>nd</sup> November 2020 at 6:30 to be held on the Zoom virtual meeting platform.

**8778 Close of Meeting**

The meeting closed at 8:46pm.

2<sup>nd</sup> November 2020

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Chairman – Cllr. Ian Stewart