

**Minutes of the full MEETING of PORTREATH PARISH COUNCIL, held
on the Zoom Virtual Meeting Platform on Monday 2nd November 2020, 6:30pm**



Present: Councillors Mr. I. Stewart, Mr. C. Matijasevic, Mr. B. Jose, Mr. D. Ilett and Mr. R. Symonds
Lucy Jose - Clerk to the Council

8779 Chairman's Welcome

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

8780 To Receive Apologies

The meeting recorded apologies from Cllrs. Kendall and Hitchen and CC Duffin.

8781 Declaration of Interests

The Chairman signed the gifts & hospitality register having attended the opening of the business Tranquillity Funeral Services.

**8782 Public Participation Session, when members of the public may raise matters with Councillors
None**

8783 To confirm the minutes of meetings held on Monday 5th October 2020

Cllr. Matijasevic proposed that that the minutes for the meeting held on 5th October 2020 be signed as constituting an accurate record of proceedings. This was seconded by Cllr. Jose, put to the meeting and carried.

8783 Review the document adopted on the 23rd March; amended on the 4th May - COVID-19: Portreath Parish Council Plan

Following the recent news of the second lock down the meeting reviewed the document adopted on the 23rd March. The Chairman summarised the plan and stated that he felt that even with the current lockdown imminent that current plan was still working effectively and that there was no need for any amendments. Councillors concurred and agreed that the toilets should remain open, until there was guidance otherwise.

**8784 To receive the report of Cornwall Councillor Joyce Duffin, authorise any actions and consider any associated expenditure
Correspondence received from CC Duffin confirmed that there were currently no plans to delay the 2021 local council elections.**

Members discussed the timeline for the election and the process candidates must follow to apply to be a councillor after this term ends.

Discussion followed regarding the Community Governance Review and when the recommendations made will come into force. Members discussed recruiting councillors to fill the new positions and the Clerk questioned which members intended to stand in the next elections.

8785 Planning

(a) To give consideration as consultees to:

- i) Application for alterations and extension to a dwelling
Enco, Lighthouse Hill, Portreath – PA20/09086

Following short discussion Cllr. Jose proposed that members of Portreath Parish Council raise no objections to this proposal. This was seconded by Cllr. Symonds, put to the meeting and carried.

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

The Clerk informed members that planning application PA20/09150 had been received since the preparation of the agenda and would be considered at the next meeting of the council.

- (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 the report of planning decisions and correspondence and authorise any actions
None

8786 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 £32881.87 and the balance of the Savings Account stood at £35,220.13 on the 1st October 2020. The Chairman signed the bank statements.
- ii) To approve the bank reconciliation for the month of October 2020
The Clerk presented the Bank reconciliation for the month of October 2020 to the meeting. This was approved by councillors and signed by The Chairman.
- iii) To receive the Payment Schedule for the period 1st October – 31st October 2020 and authorise payment of invoices received and payments scheduled for 1st November – 30th November 2020
The clerk displayed the payment schedule with payments totalling £9618.63 for the period 1st October– 31st October 2020 and the payments totalling £14789.00 scheduled for 1st November– 30th November 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 of £2530 from Groundworks for the NDP SG and £5736.74 refund from Openreach for the relocation of the pole.

(b) Clerks Report

- i) General Report
The Clerk reported that
- That there had been some issues with the AGAR, however these had all been resolved and that she was still awaiting the final report from PKF Littlejohn
 - It had been a busy month again, looking at the budget & Precept for 21/22 is priority during November. The Clerk suggested that an extra meeting be called in November to discuss the 2021/22 budget and precept and to cover off routine business to allow adequate time in the December meeting to ensure the budget and precept were set to an acceptable level.
 - She is progressing well with the CILCA course, but it is bringing up lots of issues with missing paper work etc. which have to be rectified before moving forward. The Clerk informed the meeting that these issues were being discussed with the Chairman as they arise and will be included on future agendas to enable working out a plan to move forward.
- ii) Update on the progress of the Remembrance Service and wreath laying
The Clerk reported a successful filming of the Remembrance Service and confirmed that once edited it would be broadcast on the website and Facebook pages. The meeting noted the good timing of the filming and the Chairman thanked the Clerk for her efforts in bringing this project to fruition.
- iii) Ratify the response made under the scheme of emergency delegated authority to the ‘planning for the future - government consultation on changes to the planning system’
Cllr. Matijasevic informed members of the response to MP George Eustice made under the scheme of emergency delegation. The meeting concurred that the action was necessary and the response was appropriate to the parish and the local area.

8787 To review the budget ahead of setting the budget and Precept for the year 21/22,

authorise any action and consider associated expenditure

The Clerk displayed the budget summary highlighting figures for income to date, predicted income until the end of 2021, committed spend from the 19/20 budget and the figures for each area of the budget broken down to annual budget, budget to date, spend to date and predicted spend until the end of 2021. The Clerk informed members that if the spend at the end of the year was equal to the predicted spend that the council would start 2021/22 with approximately £35,000.00 in the reserves.

The Clerk suggested that consideration be given to the budget for the public toilets and administration for the year 2021/22 as both of those were likely to either exceed their allocated budgets this year.

The Chairman asked councillors to consider the budget requirement for their project areas for the following year and to pass these figures to the clerk prior to the next meeting so that they could be used when making recommendations for the 2021/22 budget and precept.

8788 To receive report on the Parking Enforcement Service Level Agreement, authorise any action and consider associated expenditure

The Chairman informed the meeting that the parking enforcement SLA had now come to an end for 2020 due to the lack of enforceable areas during the winter months. The Chairman informed members that he had received the report from Cornwall Council for September and was in the process of agreeing the hours prior to the invoice being issued.

Members discussed the poor quality of the double yellow lines on Tregea Hill and concurred that this needed addressing. Members were reminded that the resurfacing works for Tregea Hill were scheduled for early 2021 and that the lines should be repainted as part of these works.

Cllr. Matijasevic reminded the meeting that there had been a request to highways following the meeting on the 3rd August for the parking restrictions to be addressed through the Community Network fund. Cllr. Matijasevic agreed to secure an update on this project from Cornwall Council.

8789 To receive update on the Portreath Parish safe high street reopening Grant, authorise any action and consider associated expenditure

The Chairman reposted that the gazebos and seating had now been issued to both the Portreath Arms and Basset Arms and were being used regularly. The Chairman confirmed that he had submitted the claim to Cornwall Council for the reimbursement of these expenses.

8790 To consider the cost of renewing the service contract for the hand wash units in the public toilets, authorise any action and consider associated expenditure

The Chairman summarised the contract that had just lapsed and recommended, then proposed that the contract be renewed at a cost of £244.00 per unit for the period 1st October 2020 – 30th September 2021. This was seconded by Cllr. Matijasevic put to the meeting and carried.

8791 Update on projects for the year 20/21 authorise any action and consider associated expenditure

a) Former Public Toilets - None

b) Public Toilets

i) General Update

- The Chairman informed the meeting that the new doors agreed at the last meeting were now on order and were due to be fitted on the 23rd Nov, however with the news of the latest lock down this may be delayed.
- The Chairman reported a corrosion issue with the hand wash units which had been rectified during the recent service visit. He went on to inform members that there had been two toilets with a fault with the electronic flush. The Chairman reminded members that these were not covered by a service contract, and that after some negotiation these had been repaired during the service visit for the hand wash units at a cost of £141 each.

- The Chairman reported that during the Half term period all cubicles had been open but this would now revert to two units only for the winter period.
- The Chairman reported that the electrical works had now been completed in the toilets to bring the electrics in line with the fire risk assessment and the reactive maintenance required. The chairman informed members that he was still awaiting the bill for these works.

ii) To consider the proposal from Wallgate for continuing the service contract for the hand wash units.

Considered under item 18 on the agenda, minute ref: 8790.

c) Devolution

Following short discussion members agreed to remove this from future agendas as the plans to devolve land from Cornwall Council had ceased.

d) Neighbourhood Development Plan Steering Group (NDP SG)

Cllr. Matijasevic addressed the meeting stating that the consultation was now half way through. He confirmed that there had been 100 people engaging with the consultation via Go Collaborate and that 30 of those people had responded to the consultation. Cllr. Matijasevic informed the meeting that leaflets had been delivered to every property in the parish, that the first Zoom meeting had taken place with nine members of public in attendance and six emails in response to the consultation had been received. Cllr. Matijasevic informed the meeting that there was another video now being circulated and that there would be weekly social media prompts. Cllr. Matijasevic acknowledged that small gatherings would now not be possible and explained that the consultation would be extend until the end of November to ensure everyone can be included.

Cllr. Matijasevic explained that following the consultation there may be some amendments made to the plan which would come before the parish council at their meeting on the 7th December. Cllr Matijasevic confirmed that it would be the parish council who would make the submission of the final plan to Cornwall Council which was scheduled to be confirmed at the January meeting of the parish council.

e) Flood Defence

i) General Update
None

ii) Update from the Environment Agency regarding the land known as the former crazy golf site
Cllr. Matijasevic informed the meeting that he had received an update regarding the land known as the former Crazy golf site stating that works to remove the rock and stone left following the replacement of the wall would commence shortly and that the area would be seeded with wild flowers. Cllr. Matijasevic asked the clerk to inform members of the public when this work was due to start as the area would be fenced off whilst works are taking place.

iii) Update from the Environment Agency regarding the £4million flood alleviation project for Portreath
The Clerk read the report received from the new representative of the Environment Agency and agreed to make it available on the website, along with the other information on the project.

f) General Signage - None

g) Major Meetings

The Chairman reported having attended the recent CPIR Community network meeting stating that there had been an advertising presentation from Cornwall College and a presentation from Louise Wood, Cornwall Council regarding planning.

h) Mining Trails and Mining Villages Regeneration Group (MVRG) – None

i) IT Support

Cllr. Jose confirmed that he continued to offer IT support to the Clerk both on the website and social media pages.

At 8pm The meeting was interrupted with technical issues. The Chairman asked that the meeting be adjourned and instructed the Clerk to set up a new Zoom meeting and send the details to all those present to re-join.



PORTREATH
PARISH COUNCIL

The Chairman apologised for the interruption and the meeting restarted at 8:10pm.

j) WAAF Site – None

k) Duke of Leeds Land – None

l) Risk Assessments – None

m) **Portreath Climate Action Network (CAN)** Cllr Symonds gave an update on the progress of the CAN and asked the Clerk to make the report available on the website.

8792 To receive various items of correspondence, authorise any action and consider associated expenditure
The Chairman summarised communication from a resident regarding a flooding issue outside their property. The resident had previously raised this with Cornwall Council via CC Duffin. Having not had an adequate response from either the parish council had been involved with the conversation the Chairman confirmed that he had been directly in touch with highways and that they would liaise with the resident from hereon in.

8793 To give consideration to any applications received for grants/donations

None

8794 To resolve to move into closed session, under the 1960 public bodies (admission to meetings) act where the press and public are to be excluded due to the confidential nature of the business to be discussed

The meeting resolved to move to closed session under the 1960 public bodies (admission to meetings) act where the press and public are to be excluded due to the confidential nature of the business to be discussed under item 19 of the agenda. Proposed by the Chairman, Seconded by Cllr. Jose.

8795 To review the quotes for the structural survey for the toilets and appoint a surveyor to carry out this work during the month of November 2020, authorise any action and consider associated expenditure

The Chairman informed the meeting that two quotes had now been secured. The Chairman summarised the quotes and proposed that members of Portreath Parish Council accept the quote from JHA Consulting at a cost of £420 + vat. This was seconded by Cllr. Jose put to the meeting and carried.

The Chairman agreed liaise with Cllr. Hitchen to arrange a contractor to dig the requested inspection pits.

8796 To agree the date of the next meeting, Monday 7th December 2020, 6:30pm

The meeting agreed that the date of the next full meeting of the council be Monday 7th December 2020 and that an extraordinary meeting of the council be called on the 23rd November 2020 at 6:30pm.

8797 Close of Meeting

The Chairman thank those present for their participation in the meeting and apologised for the adjournment and closed them meeting at 8:34pm.

7th December 2020

Chairman – Cllr. Ian Stewart