

**Minutes for the full MEETING of PORTREATH PARISH COUNCIL held
on the Zoom Virtual Meeting Platform on Monday 1st February 2021, 6:30pm**



Councillors Chairman Mr. I. Stewart, Mr. C. Matijasevic, Mr. B. Jose, Mr. D. Ilett, Mr M Hitchen, Mr. R. Symonds.
Lucy Jose, Clerk to the Council.
NDP Representatives, Heather Mullin, James Evans and Brigid Clarke
12 members of the public at various points in the meeting.

8848 Chairman's Welcome

The Chairman welcomed those present to the meeting and explained procedures for the virtual meeting. The Chairman informed the meeting that the meeting would be recorded for the purpose of minute taking and that the names of those present that appear on the screen would also be retained until the minutes were ratified at the next meeting.

8849 To Receive Apologies

The Council recorded apologies from Cllr. Kendall and CC Duffin.

8850 Declaration of Interests

None

8851 Public Participation Session, when members of the public may raise matters with Councillors
None all public present were in attendance for other items on the agenda.

8852 To confirm the minutes of meetings held on Monday 11th January 2021

The Chairman proposed that that the minutes for the meeting held on 11th January 2021 be signed as constituting an accurate record of proceedings. This was seconded by Cllr. Jose, put to the meeting and carried.

8853 Review the document adopted on the 23rd March; amended on the 4th May and 5th January 2021 - COVID-19: Portreath Parish Council Plan

The Chairman summarised the plan and the meeting concurred that at this stage there was no further need for amendments to the plan.

8854 To receive the report of Cornwall Councillor Joyce Duffin, authorise any actions and consider any associated expenditure

In the absence of CC Duffin, the Clerk confirmed that CC Duffin was following up the request from a parishioner to retain the triangle of land at the entrance to Forth Vean as a wildlife area.

8855 Planning

(a) To give consideration as consultees to:

- i) Certificate of lawfulness for proposed development which consists of carrying out all the building and any other operations involved in the full implementation of the development permitted at this site under permission PA19/03439 dated 25 June 2018

The Eyrie and The Lookout, Battery Hill, Portreath – PA20/11445

The Chairman outlined the proposal and the clerk summarised the comments of the planning officer stating that the granting of a Certificate of Lawfulness would not negate the requirements of conditions 6 of the permission PA19/03439 however that under PA20/03463 conditions 3,5,6,7 and 11 of permission PA19/03439 had been discharged.

Lengthy discussion followed regarding the application and councillors expressed concern that current buildings would not be removed from the site.

Proposed by the Chairman, seconded by Cllr. Matijasevic, members of Portreath Parish Council resolved to raise no objections to the granting of the certificate of lawfulness.

- ii) Bespoke self build family home

Land rear of Number 1A Greenfield Terrace, Portreath – PA20/10946

The Chairman summarised the proposal and Chairman invited the applicant to address the meeting.

The applicant outlined the proposal, stating that they were a local family who had outgrown their current house and hoped that the proposed would be a sustainable lifetime dwelling for their family which would use traditional materials to lessen to the impact of the development on the area. Addressing the issues raised on the planning portal the applicant explained that the proposed was designed using traditional roofing methods and that the roof would be constructed in sections for a sympathetic development and to reduce the mass of the proposed. The applicant explained that the void under the house would also reduce the mass of the building and should not cause visual obstruction to neighbouring properties when accessing the highway from their properties.

A neighbouring resident commented on the proposal, stating that they had no objection to the applicant developing the plot, however following their experience of developing the adjacent plot the resident felt that the ridge height should be reduced in line with the guidance the planning officers had offered at the design stage of their development. The neighbouring resident also commented that Sunnyvale Road was well used by walkers and cyclists and that it should be essential that the proposed provided parking with room to allow cars to be able to enter and leave in a forward gear. The neighbour commented that the position of the proposed would obstruct vision from their property making exiting their property dangerous to pedestrian traffic.

Councillors concurred that being able to access and leave the proposed in a forward gear was essential and commented that highways would highlight this in their consultee comments. The applicant was questioned how this could be achieved and the applicant responded that this could be considered in the design, but commented that the proposed did not change the current parking arrangements for the property. The chairman commented that the Environment agency had further requested detailed flood risk assessment and he was keen to see that any flood mitigations recommended were followed.

Proposed by the Chairman and seconded by Cllr. Jose it was resolved to raise no objection to this proposal on the condition that proper flood attenuation measures approved by the environment agency be include within in the permission.

**iii) Construct single storey double garage
Moss Rowes, Nancekuke – PA21/00209**

Following short debate, proposed by Cllr. Matijasevic and seconded by Cllr. Jose it was resolved to raise no objections to this proposal.

iv) Proposed Change of use of upper ground floor of existing property to form a dwelling, construction of a single storey rear extension, alterations to existing shopfront fenestration, formation of a dormer roof window and provision of additional car parking space.

Pampered Paws, Tregea Terrace, Portreath – PA21/00151

The Chairman summarised the proposal and invited the applicant to address the meeting.

The applicant explained that their business had out grown their home office and that the proposed was to accommodate their three staff and provide rentable office space to the community. The applicant went on to explain that it was their intention to develop the rear and upper floor of the building to create a two-bedroom holiday letting apartment and that local materials would be used to make these sympathetic developments.

Councillors discussed the parking arrangements commenting that in creating only one additional parking space there may still be additional need for parking for the proposed. The applicant commented that as they were local and employed local staff that they would not need a parking space for the business and that it was their intention to rent the additional office to another local business. The applicant also commented that the holiday rental was small and would only attract parties on one family meaning less cars at the property.

Cllr. Hitchen proposed that members of Portreath Parish Council resolved to support this proposal. This was seconded by Cllr. Ilett put to the meeting and carried.



- (b) To give consideration as consultees to any planning applications received since the preparation of this agenda
- Non-material amendment in respect of decision notice PA20/03438
Methodist Church, Bridge – PA21/00265
The Clerk explained that the application had been included for discussion due to the short deadline for consultee comments as this application is for a non-material amendment.
Following short discussion members of Portreath Parish Council resolved to raise no objections to this proposal. Proposed by, The Chairman seconded by Cllr. Matijasevic.
- (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 meeting noted that an enforcement appeal had been launched for EN19/01272.
- (e) To receive the report of planning decisions and correspondence and authorise any actions
Members noted that planning applications PA17/09494 and PA20/07594 had been refused.

8856 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 that the balance of the current account stood at £16764.13 and the balance of the Savings Account stood at £35,220.13. Cllr. Ilett signed the bank statements.
- ii) To approve the bank reconciliation for the month of January 2021
The Clerk presented the Bank reconciliation for the month of January 2021 to the meeting. This was approved by councillors and signed by The Chairman.
- iii) To receive the Payment Schedule for the period 1st January – 31st January 2021 and authorise payment of invoices received and payments scheduled for 1st February – 28th February 2021
The clerk displayed the payment schedule with payments totalling £3979.41 for the period 1st January 2021 – 31st January 2021 and the payments totalling £14045.00 scheduled for 1st February 2021 – 28th February 2021. 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
None
- v) To agree an increase in the direct debit for the Bulb Electricity account to £44.00 each month (Electricity Supply, Public Toilets)
The Clerk explained that the current Direct Debit amount of £21 was not covering the average electricity use for the toilets. The Clerk advise that direct debits be increased to £44 per month to cover the use and the debit on the account.

The Chairman proposed that the direct debit payments be increased in line with the clerk's recommendations. This was seconded by Cllr. Ilett, put to the meeting and carried.

(b) Clerks Report

- i) General Report
The Clerk reported that she was still working at capacity, making good progress with course.
- ii) Council Elections May 2021
The Clerk reported that two councillors have informed her that they will be retiring at the next elections and that the council would need to recruit to fill these places and those created by the community governance review. The Clerk recommended the use of the NALC resources for recruiting and asked all councillors all write a short summary of what they do, what it's like to be a councillor etc. for use for advertising or perhaps make a video that can be shared on the website.

- iii) Authorise the renewal of the Clerks SLCC membership due on the 1st March 2021

The Clerk explained that this had been a fantastic resource particularly during the pandemic and that the annual cost is £166. The Chairman proposed that the SLCC membership be renewed for 21/22 at a cost of £166.00. This was seconded by Cllr. Ilett, put the meeting and carried.



- 8857 To review the 2020/2021 budget**, authorise any action and consider associated expenditure
The Clerk summarised the budget, referring to significant changes from the last review where expenditure from 19/20 had previously been included in the 20/21 budget.

The clerk explained that there had been considerable work put into ensuring the budget was correct by the Clerk, Chairman and Vice Chairman, it now looked like to council would go into 21/22 with £31,500.00 and with the expected VAT refund from 2021 would equal the £35,000.00 predicted for the start of the year 21/22.

- 8858 To formulate a response code of conduct consultation by Cornwall Council**, authorise any action and consider associated expenditure

The Chairman summarised the proposal from Cornwall Council for amendments to the new code of conduct. The meeting agreed that that this should be supported. Cllr. Ilett commented on several typos in the document. The meeting asked the Clerk to write a letter of support to Cornwall Council and to highlight the typing mistakes in the document.

- 8859 To consider the LMP offer from Cornwall Council**, authorise any action and consider associated expenditure

The Clerk summarised the requirements of the LMP and informed councillors that the last time the council partook in the scheme, (17/18) the contractor cut footpaths 5, 9 and 11 costing a total of £1032.00 including new walk having been cut four times. The Clerk informed councillors that it was not possible to identify which paths were cut prior to that as the records are not so good pre 2017 reading just footpath cutting.

Cllr. Jose proposed that Members of Portreath Parish Council do not take up the Cornwall Council's Local Maintenance Partnership offer for the year 21/22. This was seconded by The Chairman, put to the meeting and carried.

- 8860 To adopt the updated risk management policy and risk register**, authorise any action and consider associated expenditure

The clerk presented the draft to the meeting. Cllr. Ilett suggested amending S151 officer to read responsible financial officer or Clerk. The Clerk agreed to make these amendments. Following discussion Cllr. Ilett proposed that the updated risk management policy and risk register (with the amendment suggested previously) be adopted by Portreath Parish Council. This was seconded by Cllr Matijasevic, put to the meeting and carried.

- 8861 Update on projects for the year 20/21** authorise any action and consider associated expenditure

a) Former Public Toilets

The Chairman informed the meeting that he had chased the structural surveyor for the report, but it was not expected for another week.

b) Public Toilets

The Chairman reminded the meeting that only one toilet was currently open for the use primarily for use by essential workers in the parish. The Chairman acknowledged that correspondence had been received suggesting more cubicles should be open however agreed that at this current time with visitors not being encouraged to the parish it was not necessary to put out contractors at more risk by opening more toilets.

c) Neighbourhood Development Plan Steering Group (NDP SG)

i) General Update, next steps

Cllr. Matijasevic explained that the next step for the NDP was for the council to approve the recommendations made by the NDP SG following the public consultation.

Cllr. Matijasevic confirmed that a report had been received from the consultant that had looked at the settlement boundaries for the steering group and that the report recommended the settlement areas Portreath Bridge and Porthowan.



The Chairman highlighted the hard work of the NDP SG stating that it should be recognised how much work has been put into the project and thanked the NDP SG for their work during the project.

Cllr. Jose left the meeting to attend to urgent Coastguard duties.

- ii) **To agree amendments to policies: 1,3,4,5,6,7,11,13,14 and 15, the addition of policies 17 (Business and Employment) and 18 (Visitor Experience and the Leisure Economy) and the amendment to the settlement boundary in the NDP draft following the end of the pre-submission public consultation, as recommended by the NDP SG, authorise any action and consider associated expenditure**

NDPSG Chairman Mrs Heather Mullin addressed the meeting, thanking Councillors for the support during the project. Mrs Mullin reminded the meeting that the deadline for the public consultation had been much extended from the statutory minimum of 6 weeks finishing on the 31st December 2020. Mrs Mullin commented that the virtual platform was used during the consultation due to COVID 19 and as a result of this the engagement with the consultation was much higher than expected and that of other parishes who had followed similar process during non COVID times.

Mrs Mullin informed the meeting that following the end of the consultation all comments had been recorded and considered and as a result the NDP SG have recommended amendments for policies 1,3,4,5,6,7,11,13,14 and 15 of the plan, the addition of policies 17 and 18 and the inclusion of settlement areas in Portreath, Bridge and Porthowan in place of the settlement boundaries.

Mrs Mullin talked the meeting through the recommended amendments to the plan following the document 'Consultation Statement – Portreath Parish Council', which had previously been circulated to councillors and made publicly available on the Parish Council and NDP website.

Cllr. Hitchen queried the need for the reference to there being less than 10% holiday and second homes in the Parish being included in the policy. Following lengthy debate Mrs Mullin agreed to remove the percentage reference from the policy.

Councillors were invited to question the NDP SG members present

Cllr Hitchen discussed at length Cambrose being outside of the settlement area with James Evans, Planning Consultant for the SG. There was lengthy heated debate with Cllr Hitchen insisting that Cambrose should be classed as a settlement area, while Mr Evans explained the methodology behind his conclusion that Cambrose did not meet the criteria for being known as a settlement area. During the debate various planning decisions for properties within the Cambrose area were discussed. During the debate Cllr. Ilett suggested that for Cllr. Hitchen's development it would be better to be outside of a settlement area as the principal homes policy would not apply. Cllr. Hitchens questioned if the mapping used during process had been up to date. Mr Evans confirmed that the mapping used was supplied by Cornwall Council. Cllr. Hitchen concluded the debate commenting that the NDP SG had worked hard and done a good job in producing the plan.

Discussion moved to the consultation, where residents thanked the Parish Council for allowing the expenditure of engaging Mr Evans to relook at the settlement areas commenting that these had been the biggest area of concern raised by parishioners during the consultation.

Cllr. Jose re-joined the meeting.

Cllr. Hitchen highlighted correspondence he had passed to the NDP SG from a parishioner following the conclusion of the consultation. Cllr. Hitchen complained that this had not been taken into consideration. Cllr. Matijasevic commented that the 31st December had been the deadline for responding to the consultation and that any responses received after this date was too late and would had not considered. A parishioner present also echoed the sentiments of Cllr. Matijasevic commenting that as a Councillor, Mr. Hitchen should have been more than aware of the deadline for responding to the consultation and its importance.

The Chairman brought the meeting to order and proposed that members of Portreath Parish Council agree amendments to policies: 1,3,4,5,6,7,11,13,14 and 15, the addition of policies 17 (Business and Employment) and 18 (Visitor Experience and the Leisure Economy) and the amendment to the settlement boundary in the NDP draft following the end of the pre-submission public consultation, as recommended by the Neighbourhood Development Plan Steering Group, and move the project to the next stage for submission to Cornwall Council. This was seconded by Cllr. Matijasevic, this was put to the vote with 3 members voting for the motion and three voting against. Following debate where Cllr. Jose expressed his concern over the NDP as whole, commenting that there were a significant number of parishioners not in support of the plan and highlighting the bad feeling in the parish, the Chairman used his casting vote and the motion was carried.

d) Flood Defence

The Chairman asked the Clerk to write to the Environment Agency requesting an update on the project for the next meeting.

e) General Signage – None

f) Major Meetings

- The Chairman reported attending a briefing on the dualling of the A30 at Chiverton Cross. The Chairman informed the meeting the works should be complete by 2023 and that there was a programme in place for the diverting of traffic to ensure a smooth flow of traffic during the works.
- The Chairman reported attending a briefing on the Saints cycle trail which will connect Chiverton Cross with Perranporth and Newquay. The Chairman reported feedback that the trail should connect with the current network of cycle trails in the area. The Chairman explained that there was funding in place for this including monies from the EU. Cllr. Matijasevic who also attended the briefing commented that there were 65 land owners still to be negotiated with to enable the project to come to fruition.
- The Chairman reported attendance at the launch for the Localism Vision and Strategy. The Chairman commented that Cornwall Council were looking for suggestion for devolving land and services to town and parish councils, however there did not seem to be the finances to support such projects. The Chairman informed the meeting during the launch of the Localism Vision and Strategy councils were being encouraged to encourage volunteers that stepped forward during the COVID response to become councillors at the forthcoming elections.
- The Chairman reported attendance at a meeting with Gavin Henderson, The Clerk, Cllrs Jose and Ilett looking at the council's responsibilities regarding where the mineral tram passes through the Duke of Leeds land. The Chairman confirmed that the responsibility for the surface of the path was that of Cornwall Council and not the parish council. The Chairman informed the meeting that Cormac on behalf of Cornwall Council carried out safety inspections twice yearly, which should pick up concerns such as broken fencing.

g) Mining Trails and Mining Villages Regeneration Group (MVRG)

Cllr Ilett and the chairman confirmed that there had been no meetings of the Mining trails group or the MVGR in recent months.

Cllr. Hitchen informed the meeting that major works had commenced on the construction of the Tolgus Trail. Cllr. Hitchen highlighted the unresolved issue of where the rubbish and recycling for the properties at Cambridge Farm would be collected from now that the trail had been started. The Chairman confirmed that during the planning process the council had asked for this to be taken into

consideration. The Clerk agreed to set up a meeting with Cornwall Council to discuss a suitable solution to the issue.



h) IT Support

Cllr. Jose confirmed his continued support in maintain the website and assisting the Clerk with IT issues as they arise.

i) WAAF Site – None

j) Duke of Leeds Land – None

k) Risk Assessments

The Clerk recapped the Risk Management Policy discussed earlier in the meeting and informed members that she was also working on recording the systems of internal control used by the council.

l) Portreath Climate Action Network (CAN)

The Clerk asked Cllr. Symonds to ensure the request from the company wanting to fit a water refill station in Portreath was followed up by #Love Portreath CAN.

8862 To receive various items of correspondence, authorise any action and consider associated expenditure

a) Correspondence circulated by email

Councillors confirmed that there had been no correspondence circulated by email during the month of January that required follow up.

b) General correspondence

- **Parishioners questions regarding funding of the NDP:** The Clerk informed the meeting that a parishioner had been corresponding with the Parish Council questioning the powers to and reasoning behind the council spending precept on employing a consultant on behalf of the NDP SG. Following discussion members asked the Clerk to respond to the parishioner the following statement: *The council have committed to developing a NDP which they believe will be of the long-term benefit to the parish. This plan has to comply with all the relevant legislation and therefore a planning consultant has been employed to advise on such matters. Following all the responses received from the public during the pre-consultation phase, it was decided to commission the same planning consultant to advise on a specific area of concern, the settlement boundaries, and the appropriate ways to amend the draft plan whilst still complying with all the legislation.*

The council believes that this was conducive to their objective of developing a robust plan and discharge of their functions.

- **Various correspondence from the Parish Council website**

The Clerk reported that correspondence had been received via the website highlighting concerns regarding:

- o Large Black Dog out of control on Primrose Terrace
- o The need for trimming on the footpath at the start of Illogan Woods, and the need for removal of the fallen tree at the entrance to Illogan Woods.
- o Surface defects on the Coast Path on Lighthouse Hill.

The Clerk informed the meeting that there were no contact details left by the reporting parishioner so was unable to deliver a follow up report back to the parishioner. The Meeting noted that were not sufficient details to report the incident with the dog to the police, the over grown path had been reported to Cornwall Council, but Cornwall Council would not remove the fallen tree as it is not on a public right of way and that the defects in the coast path had been reported to Cornwall Council who had asked for further information, which the Clerk had been unable to provide as she did not have details to contact the reporting parishioner. Councillors asked the Clerk to amend the website asking parishioners to supply their emails addressed if they require a response from the council.

c) Correspondence received since the preparation of this agenda

- **Streetlighting in Ashton Close** – The Clerk informed the meeting that residents had contacted her about streetlighting issues in Ashton Close. The Clerk informed councillors that the developers of the estate had agreed to rectify these issues.
- **Wildlife area, Forth Vean** – The Clerk confirmed CC Duffin was following up the request that the grass triangle at the entrance to Forth Vean was left unmowed and be retained as a wildlife area.

- **Tregea Hill, Speeding Traffic.** The Clerk reported correspondence from parishioners highlighting the speed of vehicles entering Cot Road from Tregea Hill and the speed of traffic on Tregea Hill being a danger to pedestrians. Councillors asked the Clerk to respond to the parishioner explaining the possible changes that the council anticipates may happen when the application through the community network comes to fruition regarding the making safer of Tregea Hill.
- **CALC, lobbying of MP to extend time for virtual meetings.** The Clerk informed the meeting that the current regulation allowing councils to meet virtually expires on the 7th May 2021. CALC have asked local councils to Lobby their MP's to extend the ability to meet virtually as at present it does not look like the majority of the population will be vaccinated by the start of May and therefore would restrict some parishioners, councillors and council staff from attending physical meetings. Councillors concurred that meeting virtually worked well for this council and considered the impact of meeting physically in as early as May. The Clerk commented that it was unlikely the school would be available as a meeting room by May, and the Chairman confirmed that PIC had no intention of opening their facilities before May. Councillors asked the Clerk to write to MP George Eustice and request his support in extending the legislation allowing council to meet virtually.

8863 To give consideration to any applications received for grants/donations

None

8864 To agree the date of the next meeting, Monday 1st March 2021, 6:30pm

The meeting agreed that date for the next full meeting of Portreath Parish Council to be Monday 1st March 2021, 6:30pm on the Zoom virtual meeting platform.

8865 Close of Meeting

The Chairman thanked everyone for their attendance and participation and closed the meeting at 8:59pm.

1st March 2021

Chairman – Cllr. Ian Stewart