

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



Councillors Chairman Mr. I. Stewart, Mr. C. Matijasevic, Mr. B. Jose (until point indicated),
Mr. D. Ilett, Mr M Hitchen and Mr. R. Symonds.
Lucy Jose, Clerk to the Council
Cornwall Councillor Joyce Duffin
Mr Mark Lynch, Reggae Rickshaw's
John Floyd, Census Engagement Manager
9 Members of the Public

8866 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.

8867 To Receive Apologies

The meeting noted that Cllr. Kendall was not present.

8868 Declaration of Interests

None

8869 Public Participation Session, when members of the public may raise matters with Councillors

The Chairman invited residents to address the meeting.

A parishioner present raised the issue of dangerous parking on Tregea Hill, highlighting the problem at both the bottom and top of the hill. The parishioner reminded the meeting of the multi-agency meeting held in August to look at the issues on Tregea Hill and other problem areas in the village of Portreath. The parishioner asked about the parking enforcement the council had funded and if there was a timescale for the resurfacing and repainting of the double yellow lines at both the top and bottom of the hill.

The Chairman confirmed that as additional 2 hours per week of parking enforcement had been funded by the parish council for the Months of August, September and October 2020. The Chairman commented that the enforcement officers often acted as a deterrent for poor parking and that there had not been a significant number of tickets issued during this time.

CC Duffin informed the meeting that she was not aware of any progress with the funding for the project to alleviate the parking issue, commenting that the issue was exacerbated by the carpark remaining closed.

The Parishioner commented that the issue was ongoing as people were stopping to enjoy the view which they do all year, even when the carpark is open. The Parishioner commented that the faded double yellow lines at the bottom of the hill were making the issue worse.

Councillors asked CC Duffin to follow up with Cornwall Council when the road would be resurfaced and repainted and when the status of the funding bid.

CC Duffin informed the meeting that dangerous parking can be reported to the police by dialling 101 and agreed to make contact with the local police to ensure reports are looked into.

8870 Address from Mr Mark Lynch introducing a new environmentally friendly transport project running from Redruth to Portreath, followed by Q&A session

Mr Lynch explained his business idea for using a rickshaw to transport passengers from Redruth to Portreath. Mr Lynch explained that the rickshaw would be pedal powered with electric assist. Mr Lynch commented that his idea was in part to reduce the vehicles visiting Portreath and his service would be on offer to both tourists and residents.

Mr Lynch explained that he was in the process of obtaining his private hire licence from Cornwall Council to enable him to start operating and that he had the support of the jobcentre and had secured a start-up loan for the business.

Councillors asked questioning about the idea including the price of a journey and how many passengers the rickshaw would carry. Mr Lynch explained that it was intended that the price would be less than for a similar taxi journey and there would be a reduced rate for residents in the area and that the rickshaw would likely be able to carry 2 adults and one child.

A parishioner present commented that it was an excellent idea and that a park and ride option was a potential solution to the parking issues in Portreath.

Councillors concurred that the business should be encouraged and wished My Lynch well with his busines.

8871 Presentation from John Floyd, Census Engagement Manager, regarding the upcoming Census, 21st March 2021, followed by Q&A session, authorise any actions and consider any associated expenditure

Mr Floyd addressed the meeting summarising the Census and its needs. Mr Floyd highlighted:

- The census is a survey that happens every 10 years and everyone takes part, the ONS is responsible for the census in England and Wales. The census is important because it gives the most detailed information we have about our society.
- Personal information is kept safe and information collected is only published after 100 years.
- Everyone must complete the census. Legislation made the modern census a legal obligation in 1920.
- The census provides information that government needs to: Shape policy, allocate resources, plan services and monitor equality.
- The next census will take place on Sunday 21 March 2021.
- For the first time this will be a digital-first census, but paper will be available for those who need it.
- We'll focus on engaging with everyone, including under-represented and hard to reach groups.
- Help will be available for people who need support to take part online.
- Census 2021 is a 'Digital First', the ONS hope to get 75% completion online.
- Households will receive a unique code in March, which will allow them to complete the Census online.
- The ONS will be recruiting local people to work on the census.
- All households will receive an invitation to fill out the census questionnaire with a household access code, as well as information to help them to take part online.
- There will be a media campaign to encourage participation.
- The ONS representatives will work within the community to support those who need help, including help to get online.
- Local Councils can assist by offering their local knowledge and expertise is essential to support a successful census in this area. It helps to ensure census information continues to improve, protect and save lives.

Mr Floyd explained that filling in the census online would give those who identify as Cornish the option to record this. Mr Floyd confirmed that if households do not complete the census on or by the 21st March, census staff would be door knocking and offering support to those who need it to complete the census. Mr Floyd explained that all staff in the community would be easily identifiable with high vis clothing, full ID, appropriate PPE and would not be crossing thresholds to enter properties.

Councillors asked questions of Mr Floyd including questioning of paper copies would still be registered, when the results of the Census would be available and how households are identified.

Mr Floyd explained that all properties will have an individual identifying 16-digit code and that this would be used on both paper and digital copies of the census. Mr Floyd said there was a register of vacant properties which would be checked by census staff. Mr Floyd confirmed that second homes were classed as vacant properties for the purpose of the census. Mr Floyd estimated that the results of the census would be available to Parish Councils from mid-2022.

Mr Floyd offered his contact details to anyone who wanted to discuss the census further and The Chairman asked for the Clerk to make the presentation available on the Parish Council website and thanked Mr Floyd for his time.

Mr Floyd left the meeting.

8872 To confirm the minutes of meetings held on Monday 1st February 2021

The Chairman proposed that that the minutes for the meeting held on 1st February 2021 be signed as constituting an accurate record of proceedings. This was seconded by Cllr. Matijasevic, put to the meeting and carried.

8873 Review the document adopted on the 23rd March; amended 4th May 2020 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.

8874 To receive the report of Cornwall Councillor Joyce Duffin, authorise any actions and consider any associated expenditure

a) General report

CC Duffin confirmed that Cornwall Council had now approved its budget for 21/22 including a 2% increase to cover the cost of adult social care.

CC Duffin briefly talked about the numbers regarding corona virus and stated that Cornwall Council were currently working with 28 care homes at present. CC Duffin explained that the Covid enforcement team had been busy tackling issues regarding antisocial behaviour including antivaxxer demonstrating at vaccination centres.

b) Update on the landslide affecting Battery Hill

CC Duffin confirmed that the road had now reopened, explaining that the works that had been completed were likely to be only a temporary solution and it was likely that there would be further works in the future.

8875 Planning

(a) To give consideration as consultees to:

i) Application for Permission of Residential development of up to 5 dwellinghouses

Land adj to 1 Railway Terrace, Portreath – PA21/00864

The Chairman summarised the proposal. The Clerk informed the meeting the planning officer had advised members of the council consider:

- Suitability of site for residential development in terms of residential development extending south beyond the established building line of Railway Terrace
- Impact on the setting of the grade II Portreath Incline
- Impact on the setting of the World Heritage Site.

The meeting noted the public comments available on the planning portal and those of the objecting consultees. The Clerk informed the meeting that a resident who was unable to attend the meeting had suggested that if supported members should consider including conditions to allow the properties to be available to local persons only.

The Chairman invited parishioners present to address the meeting.

The planning agent for the proposal addressed the meeting, explaining the request for planning in principal and stating that in time a full application would address the concerns highlighted by objectors on the planning portal.

The applicant spoke and addressed the points raised in the objection available online, offering solutions for the areas of concern.

Two members of the public spoken in objection to the proposal highlighting:

- Safety concerns for pedestrians accessing neighbouring properties
- The creation of vehicular access to the plot where there has historically never been vehicular access
- Potential loss of privacy to neighbouring dwellings
- The proximity to the historic structure
- The removal of the trees from the site of the proposed

- Flood risk to both the proposed and neighbouring properties
- Public safety concerns, with respect to traffic from the proposed accessing the highway where there is very limited visibility to pedestrians and vehicles coming from under the bridge.
- The congestion to the roads in the surrounding area with the additional vehicles associated with potential 5 properties being developed.

Another parishioner addressed the meeting offering support of the proposed.

Councillors debated the proposed stating that it was felt that the proposed would constitute rounding off or in fill as it is within the settlement area of Portreath. Councillors recognised the historic development of the site. Councillors concurred that with so little detail that at this stage it could see no grounds for objecting to the development.

Cllr Jose proposed that members of Portreath Parish Council support this application. This was seconded by Cllr Matijasevic, put to the meeting and carried.

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

The meeting noted that planning application PA20/08042 had been received since the preparation of the agenda and would be considered at the next meeting.

- (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

The Meeting noted that planning application PA20/ 07537 had been withdrawn.

8876 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 £5112.35 and the balance of the Savings Account stood at £35,220.13. The Chairman signed the bank statements.

The Clerk highlighted the limited funds in the current account and asked councillors for authority to make a transfer of £5000.00 from the deposit account to enable all financial commitments prior to the next instalment of the precept being received. The Chairman proposed the Clerk arranged the suggested transfer of funds to the current account, this was seconded by Cllr. Ilett put to the meeting and carried.

- ii)** To approve the bank reconciliation for the month of February 2021, and to reapprove the bank reconciliation for the month of January 2021

The Clerk presented the Bank reconciliation for the month of February 2021 to the meeting. This was approved by councillors and signed by The Chairman.

The Clerk explained that there had been an error with the January bank reconciliation and asked the meeting to consider the amended bank reconciliation for approval. Councillors approved the amended bank reconciliation and it was signed by the Chairman.

- iii)** To receive the Payment Schedule for the period 1st February 2021 – 28th February 2021 and authorise payment of invoices received and payments scheduled for 1st March 2021 – 31st March 2021

The clerk displayed the payment schedule with payments totalling £10896.26 for the period 1st February 2021 – 28th February 2021 and the payments totalling £5966.00 scheduled for 1st March 2021 – 31st March 2021. Cllr. Matijasevic proposed that the clerk line up payments as listed in the schedule. This was seconded by the Chairman, put to the meeting and carried.

iv) To note any income received

The meeting noted income of £673.85, donation for Portreath Improvements Committee towards the cost of the 2020 remembrance service.

v) Approve the banking mandate

The Clerk informed the meeting that with the upcoming elections it would be sensible to update the banking mandate. The Clerk confirmed that currently all councillors were signatories on the account and for internet banking Cllr. Matijasevic had View, submit and authorise permission where all other councillors had just view and authorise. The Clerk advised that the mandate should be amended so that the Chairman has the View Submit and authorise permissions and that all other councillors should have view and authorise permissions. The Clerk confirmed that her permissions were to view and submit only and that she could not authorise payments. The Clerk advised that this remains unchanged.

Cllr. Ilett proposed that on the advice of the Clerk the banking mandate be amended: keeping all councillors as signatories, for the bank account and for the online banking the Clerk's permissions be kept the same and that the Chairman be given permissions to View, Submit and authorise payments and the remaining councillors the permissions to View and authorise payments. This was seconded by Cllr. Jose, put to the meeting and carried.

(b) Clerks Report

i) General Report

- The Clerk confirmed that she has currently worked an additional 75 hours over the past few months and asked for this to be addressed at a subsequent meeting. Councillors concurred and asked the clerk to add this to the agenda for the next meeting.
- The Clerk reported that she continues to make good progress with the CiLCA course.
- The Clerk reported that CALC have asked for council to forward 'quantifiable evidence' to show the benefits of remote meetings and why they should continue.
- The Clerk reported ongoing negotiations with Western Power regarding the streetlighting being adopted by Cornwall Council.
- The Clerk requested Cllr. Hitchen provide the addresses of all 17 residential properties which have been affected by the development of the Tolgus Trail to enable her to set up a meeting to discuss a new place for residential rubbish to be collected from.

ii) Consider a time table of virtual meetings to be held prior to the legislation allowing virtual meeting expires on the 7th May 2021, authorise any action and consider associated expenditure.

The Clerk recommended additional virtual meetings be scheduled for:

- 22nd March - Late March Meeting
- 26th April – Annual Meeting of Electors
- 4th May (Tuesday) – Early May Meeting (prior to elections)

The Chairman proposed that the meeting schedule be altered for the coming months in preparation for meetings returning to physical meetings with additional meeting scheduled for the 22nd March and the 4th May and the annual parish meeting scheduled for the 26th April. This was seconded by Cllr. Jose, put to the meeting and carried.

iii) Council Elections May 2021

- The Clerk displayed and outlined the election time table which had previously been circulated by email.
- The Clerk explained political purdah using the explanation contained within the election time table: ***Political Purdah, Once the election has been called, councillors must be mindful of their duty under the Council's Code of Conduct not to do anything which might be interpreted as using their office as councillor to influence the outcome of the election.***
- Councillor asked if there had been official confirmation that the number of councillors would be increased for the next election. The Clerk agreed to follow this up with CC Duffin.

- Councillors discussed ways of trying to encourage a more diverse selection of candidates for the election. The Clerk agreed to make contact with the Bridge residents to ensure they are aware of the elections and to start using the advertising tool provided by NALC to raise awareness of the elections.

8877 Update on projects for the year 20/21 expenditure

a) Former Public Toilets

i) General Update

None

- #### ii) **To consider the structural report for the former toilet building and consider the next steps for the future of the building,** authorise any action and consider associated expenditure
- Cllr. Hitchen confirmed that councillors had received and read the report from the structural surveyor asking members which direction the project should go in next.

The Chairman gave two options to consider:

- 1) Sell the building, taking into account that there were stipulations from Cornwall Council regarding the onward sale of the asset, and the cost of selling such property including solicitors and selling fees.
- 2) Keep the asset and either renovate or redevelop inline with the needs of the council and the incorporating ideas from the public consultation.

Cllr Jose offered a third option stating that if it was not possible to renovate the building and too expensive to redevelop that the land be retained as a green space for use by the community. Cllr. Ilett suggested the land be used as a recycling facility

Cllr. Hitchen stated he felt the best way forward for the community was to sell the asset and reinvest elsewhere in the parish.

Cllr. Matijasevic reminded members that there were restrictions from Cornwall Council on how the space can be used and that the feedback from the public consultation strongly looked for the building to be retained as a heritage space. Cllr> Matijasevic also reminded the meeting that the former's toilet building is currently the only storage space the council has.

Councillors discussed potential funding that may be available to fund redevelopment or regeneration.

The Chairman summarised the discussion looking for councillors to volunteer to drive one of the options forward. Stating that volunteers were needed to look into funding sources for regeneration or renovation and to investigate the covenants placed on the building by Cornwall Council and to source a valuation and sales agent for the building.

Following discussion councillors suggested passing this project to the next council, where there would be more councillors. The meeting noted the Clerks suggesting of setting up a working party made up of community volunteers to take on the project.

Cllr. Jose left the meeting due to work commitments.

b) Public Toilets

The Chairman explained that the service corridor door had been damaged in the wind and that as a temporary measure access to the service corridor was via the blue door. The Chairman informed the meeting a new door was required. The Chairman informed members of the cost of a replacement steel door, and suggested that a uPVC door would be sufficient. Members gave the chairman authority to replace the door as required.

The Chairman informed the meeting that due to vandalism the accessible toilet had been closed and that a contractor had been instructed to carry out the remedial works.

The Chairman asked members give consideration to the opening schedule for the toilets with the relaxation of the stay-at-home order on the 29th March and the start of the Easter Holidays on the 2nd April, confirming that this would be added to the agenda for discussion on the 22nd March.

c) Neighbourhood Development Plan Steering Group (NDP SG)

i) General Update, next steps

Cllr. Matijasevic updated members stating that following the decision at the last meeting to submit the amended draft to Cornwall Council the SG had been working hard to prepare all the documentation for the submission and that the documentation was now with the Clerk ready to submit. Cllr. Matijasevic confirmed that Cornwall Council will now review this information prior to appointing an independent examiner to scrutinise the document. The final stage would be the document coming to a public referendum. Cllr. Matijasevic confirmed that Cornwall Council would give members of the public the opportunity to comment during their scrutiny of the documentation.

ii) Budget Review

Cllr. Matijasevic summarised the budget stating that there was likely to be a small under spend by the end of the financial year, and that a full end of project report would be produced later in the year.

d) Flood Defence

The Clerk read the report of the Environment agency:

- The EA together with our delivery partners, Contractors Kier and Engineering Consultants Atkins, continue to make progress with the Portreath Stream flood risk improvement project.
- Considerable effort has been put into completing the hydrology and hydraulic computer model of the Portreath Stream. The computer model has been updated with the latest hydrology and survey information and calibrated to best represent historic flood events. The Portreath catchment is extremely complex from a hydrology and hydraulic modelling perspective due to the influence that historic mining has had on how the water flows and therefore this exercise has been challenging. Final quality assurance checks on the model are currently being undertaken and this is to be completed during the next 2 weeks.
- In addition to the proposed perched channel improvements, we are also looking for opportunities to deliver environmental improvements and additional flood risk benefits. We have commenced a review of the wider Portreath catchment by using specialists in Natural Flood Management assessment. The aim is to use nature where possible to further reduce flood risk whilst also delivering environmental benefits. This can include influencing land use in the catchment so that there is more natural infiltration.
- As part of the next step, the completed hydraulic model will now enable us to progress and develop in more detail the designs for the perched channel improvements.

e) General Signage

Members discussed the condition of the road signs in the parish, highlighting several that were in need of renovation. Members agreed to carry out an audit of signage in need of renovation and ask CC Duffin to forward to CC for action.

f) Major Meetings

The Chairman reported attendance of the recent CPIR meeting stating that the meeting had looked at devolution, the Census and adult social care in the area. The Chairman told the meeting of a scheme promoted at the meeting where volunteers are rewarded for their time with voucher and activities. The meeting showed interest in the scheme and My Lynch asked for details of the project.

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

Cllr. Ilett and The Chairman confirmed attendance at the recent MVRG meeting informing members that many of the MVRG members of the groups would be standing down at the elections.

Cllr. Ilett confirmed attendance at the recent Mining Trails meeting, and that works had commenced on the Tram cutting drainage gully's where the path had become rather muddy.

h) IT Support

The Clerk confirmed that Cllr. Jose continues to provide IT support where required.

i) WAAF Site

None

j) Duke of Leeds Land

None

k) Risk Assessments

None

l) Portreath Climate Action Network (CAN)

Cllr Symonds confirmed attendance at the recent meeting of the #Love Portreath CAN. Cllr. Symonds reported the group were currently researching a number of projects but required no funding at present. Cllr. Symonds informed the meeting that the CAN had arranged the installation of a water refill station which would be situated in the beach carpark.

8878 To receive various items of correspondence, authorise any action and consider associated expenditure

a) Correspondence circulated by email.

There were no requests to follow up any correspondence circulated by email.

b) General correspondence

- NDP Correspondence - regarding decisions made under item 14, c, ii, on the agenda from the meeting held on Monday 1st February 2021

The Clerk reported that a parishioner had questioned the decisions made under item 14, c, ii, on the agenda from the meeting held on Monday 1st February 2021 that with the support of the chairman, CALC and Cornwall Council had responded with the following:

'With respect to your concerns as to the voting of the motion: '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', I can confirm that the Chairman did use his casting vote on the motion as allowed by the Local Government Act 1972 Sch12, para 39(2) and highlighted in section 3, R in the standing orders of this council.

The responsibility for declaring an interest in matters on the agenda is that of the individual councillor and not that of the council to decide. Following the advice of the Monitoring Officer of Cornwall Council and that of Cornwall Association of Local councils it is believed the decision was made lawfully and therefore will stand.

Should you believe that a breach of code of conduct has been made by the members of the steering group not declaring an interest in the matter this would need to be dealt with by Cornwall Council. I have included below the details of the Monitoring Officer for Cornwall Council and a link to the Cornwall Council website where breaches of the code can also be reported.

- NDP Correspondence - regarding the Legacy Book

The clerk reported receiving correspondence from a parishioner questioning the legalities of funding of the legacy document for the NDP. The Clerk informed the meeting with the support of the Chairman and Vice Chairman she had responded to the parishioner:

'The production of the book documenting the NDP journey is a legacy document outlining the hard work by the parishioners of Portreath in creating the NDP. As a legacy for the Parish, the NDP SG will be constructing a visual record, with some text, of all of the work undertaken over the past three years. This will take the form of a uniquely creative and beautiful book.

Funding for this legacy document has been sourced from the grant awarded to the NDP SG by the Ministry of Housing, Communities and Local Government, Groundwork UK, approved on 28/9/20. This grant money is for this specific purpose and is not available to Portreath Parish Council to use for any other project or objective.

- McDonalds – Offer of funding for a litter bin on Tregea Hill

The Clerk informed the meeting that following her correspondence highlighting the increase of McDonald's branded litter on Tregea Hill McDonalds had offered to fund a litter bin on Tregea Hill on the proviso that the parish council took on responsibility for emptying it. Councillors concurred that this would not adequately address the issue and that the responsibility for emptying the bin was too great for this council.

- Motorbikes on the Coast Path

The Clerk informed the meeting that correspondence had been received from a parishioner highlighting illegal off-road vehicle using the coast path. The Clerk confirmed that she had reported this to CC and replied to parishioner with details of how to report to police and council should they witness this in the future.

- Battery Hill – Dangerous railings

The Clerk informed the meeting of a report received from resident regarding dangerous railings on Battery Hill. The Clerk confirmed that this had been passed to Cornwall Council building control.

- Suspicious actions of tanker on New Portreath Road

The Clerk confirmed that the report from a parishioner had been passed to Cornwall Council.

c) Correspondence received since the preparation of this agenda

None

8879 To give consideration to any applications received for grants/donations

- Request for donation from Ronnie Richards Memorial Charity

Following discussion Councillors concurred that S137 donations should only be made to organisations that are able to demonstrate how they support members of the parish.

8880 To agree the date of the next meeting, Monday 12th April 2021, 6:30pm

The meeting agreed the date of the next full council meeting will be on the 12th April 2021, however as discussed under item 11, B, ii) (minute ref: 8867, b, ii) there will be an extraordinary meeting of the council on Monday 22nd March 2021.

8881 Close of Meeting

The Chairman thanked everyone for their attendance and participation and closed the meeting at 9:00pm.

1st March 2021

Chairman – Cllr. Ian Stewart