

Minutes for the full MEETING of PORTREATH PARISH COUNCIL held on the Zoom Virtual Meeting Platform on Monday 12th April 2021, 6:30pm



Councillors Chairman Mr. I. Stewart, Mr. C. Matijasevic, Mr. B. Jose, Mr. D. Ilett and Mr. R. Symonds.
Lucy Jose, Clerk to the Council
Cornwall Councillor Joyce Duffin
6 members of the public

8897 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.

The Chairman gave a moving tribute to HRH The Prince Phillip Duke of Edinburgh and lead the meeting in a minute's silence.

8898 To Receive Apologies

Apologies were noted from Cllr. Kendall and Cllr. Hitchen

8899 Declaration of Interests

None

8900 Public Participation Session, when members of the public may raise matters with Councillors
Geoffrey Smith of Cove Communities introduced himself, June Donnery and Mark Seaton to the meeting. Mr Smith explained that Cove communities had purchased Gwel an Mor and were please to have the opportunity too meet the parish council. Mr Smith indicated that Cove Communities were keen to invite councillors to site to give an overview of their plans.

The Chairman thanks Mr Smith of the offer and explained that the Parish Council had worked closely with the former owners, and indicated that when it was safe to meet physically, he would be pleased to attend a tour of the site.

Ms Donnery welcomed councillors to site and proudly talked about the Cove Academy and expressed the wishes of Cove Communities to work with the community.

8901 To confirm the minutes of meetings held on Monday 1st March and the 22nd March 2021

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

Cllr. Symonds proposed that that the minutes for the meeting held on 22nd March 2021 be signed as constituting an accurate record of proceedings. This was seconded by Cllr. Ilett, put to the meeting and carried unanimously.

8902 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. However, the meeting noted that with ability to hold virtual meetings expiring on the 7th May the plan will need to be updated to reflect changes required for the council to be able to continue to function in a covid safe manner.

8903 To receive the report of Cornwall Councillor Joyce Duffin, authorise any actions and consider any associated expenditure

a) General Report

CC Duffin addressed the meeting stating that with the upcoming election the current administration of Cornwall Council was coming to an end.

- b) Remarketing of double yellow lines on Tregea Hill
CC Duffin confirmed that this work was imminent as the resurfacing of Tregea Hill had dropped down the priority list.
- c) Resurfacing of Tregea Hill
CC Duffin confirmed that the priority for resurfacing Tregea Hill had decreased and there were a number of other roads that had suffered over the winter and were now a higher priority for resurfacing.
- d) Community network funding for alteration to parking and traffic arrangements on Tregea Hill
CC Duffin Confirmed that Charlotte Caldwell had informed her that the design brief had been submitted to design and consultation team and that we were now awaiting the outcome of this.

The Clerk asked CC Duffin for support with several items due for discussion under item 12c on the agenda.

New Bollards at Chynance: The Clerk outlined the residents' concerns with the installation of the new bollards at Chynance. The Clerk informed CC Duffin that vehicular access to the properties was needed for a number of reasons including for access to the emergency services and sporadic access for maintenance of the properties facing the small beach. The Clerk highlighted the current issue that face a number of the properties there the sand has build to a level so high that the front gates to the properties cannot be opened. The Clerk informed the meeting that Highways had said that access for these purposes should be beside the Waterfront Inn, the Clerk highlighted that access this way was across private land and relied on the goodwill of the Landlord of the pub.

CC Duffin stated that the bollards had been installed to prevent vehicles driving on the pedestrian walk way and were not installed to prevent parking on the pavement. CC Duffin confirmed that as a walk pedestrian walk way vehicles had no right to drive over the area and that there had been discussions with Highways and the Harbour department prior to them being installed. CC Duffin explained that the removable bollard had not worked to stop the traffic using the pedestrian walk way. Cllr. Symonds commented that the residents affected only used the access for maintenance or emergency purposes and access was not required for day-to-day access to the properties.

Cllr. Jose said the removable bollard would have been effective if it had been locked, Cllr. Matijasevic expressed concern that the emergency access had been removed with the installation of the permanent Bollards and proposed that Portreath Parish Council wrote to Highways insisting that one of the bollards be replaced with a locked removable bollard to provide emergency access. This was seconded by Cllr. Jose, put to the meeting and carried. The Chairman asked CC Duffin for her support with the matter and asked her to also contact highways and request one bollard is replaced with a removable bollard for emergency access.

Campervans Overnight Parking on Beach Road: The Clerk informed the meeting that there had been complaints from residents that campervans were overnight parking on Beach Road taking up valuable parking from the residents.

Cc Duffin explained that Cornwall Council were making some of their carparks available for over night parking as they were aware there would be an increased number of camper vans would be visiting the area with the possibility of foreign travel not being possible this year. The Chairman commented that there were no CC carparks near by and asked CC Duffin to look into what could be done to discourage this.

8904 Receive report from Richard Dunstan of the Environment Agency authorise any actions and consider any associated expenditure

- a) £4 million Flood Alleviation Project for Portreath
The Clerk read the report supplied by Richard Dunstan 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.

- As previously reported, considerable effort has been put into producing the hydrology and hydraulic computer model for the Portreath Stream. The final quality assurance checks on the model have now successfully been completed. The finalised hydraulic model provides the baseline for progressing ongoing design work to reduce flood risk to Portreath.
- Our specialists in Natural Flood Management assessment have recently completed a walk over survey of the wider Portreath Stream catchment. A number of opportunities to deliver environmental improvements across the wider catchment that will also provide additional flood risk benefits have been identified. These opportunities will now be assessed in more detail for delivery as part of the overall project.
- Other project activities currently being progressed include; environmental surveys such as bat roost assessments along the perched channel, liaison with relevant authorities such as Historic England, geotechnical assessments of the perched channel and the progression of design options to reduce flood risk.

b) Reseeding of the Former Crazy Golf

The Clerk confirmed that Richard Dunstan had reported:

That he will check with CC to ensure that all their wall repair works are complete and will discuss reinstatement and the re-seeding of this area.

8905 Planning

(a) To give consideration as consultees to:

- i) Extension and alterations to Upper Beach House and Annexe and associated development **Upper Beach House, Smugglers Cove, Portreath – PA21/01638****

The Chairman summarised the proposal and the meeting looked at various plans of the proposed works. Councillors concurred that they could see no reason for objecting but highlighted the importance of the annex being retained for use previously approved.

Cllr. Matijasevic proposed that members of Portreath Parish Council raise no objections to the proposal on the proviso that no change of use for the annex building is approved. This was seconded by Cllr Jose, 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

The meeting noted that the appeal for application PA20/04003 had been dismissed.

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

The meeting noted that planning applications PA21/00209 and PA20/08042 had been approved.

8906 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 on the 1st April the balance of the current account stood at £5505.21 and the balance of the Savings Account stood at £30,220.13. The Chairman signed the bank statements.

- ii) To approve the bank reconciliation for the month of March 2021.**

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

- iii) To receive the Payment Schedule for the period 1st March 2021– 31st March 2021 and authorise payment of invoices received and payments scheduled for 1st April 2021– 30th April 2021**

The clerk displayed the payment schedule with payments totalling £4612.64 for the period 1st March 2021 – 31st March 2021 and the payments totalling £8709.42 scheduled for 1st April 2021 – 30th April 2021. The Chairman proposed that the clerk line up payments as listed in the schedule. This was seconded by Cllr. Jose, put to the meeting and carried.

iv) To note any income received

The meeting noted £100 received from Go Collaborate, for the NDP SG to give as the prize from the consultation competition.

It was also noted that the first instalment of the precept and CTS grant had now been received totalling £32,992.18

(b) Clerks Report

i) General Report

The Clerk reported little progress with the CiLCA course this month due to holidays and trying not to exceed working 100 hours a month.

ii) Parish Council Elections – 6th May 2021

The Clerk confirmed that the election would be uncontested with 7 of the 9 available seats filled by Cllr. Stewart, Jose, Hitchen and Symonds and the council would be joined by Gillian Tull, John Tull and Simon Goodwin. The Clerk confirmed that the remaining seats would need to be filled by co-option and that this process will start at the annual meeting of the council.

iii) Consider 21/22 membership of CALC at a cost of £498.87

The Clerk explained the benefits of membership of Cornwall ALC and NALC.

The Chairman proposed that membership of Cornwall ALC and NALC be renewed for the year 21/22 at a cost of £498.87 + VAT. This was seconded by Symonds, put to the meeting and carried.

iv) Annual Meeting of the Council, 17th May 2021

The Clerk confirmed that with *the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020* has not been extended to allow virtual meetings for parish councils from the 7th May 2021 and that meetings after this date would need to be held physically.

The clerk informed the meeting that the Church hall had been booked for this meeting with the hope the weather would be kind enough to conduct the essential business in the garden of the hall.

Moving forward the Clerk informed the meeting that it she strongly advised that the scheme of emergency delegation be extended at the next meeting to allow council business to continue until social distancing measures had been lifted.

v) To approve the purchase of appropriate PPE, hand sanitiser and sanitising/cleaning supplies for physical meetings.

The Clerk advised that sanitising supplies and PPE be purchased for any physical meeting that were essential as an approximate cost of approximately £60+vat.

Following discussion, the Chairman proposed that the Clerk be allowed a budget of £60 to purchase necessary sanitising supplies and PPE. This was seconded by Cllr. Jose, put to the meeting and carried unanimously.

vi) To approve the response to the Local Authority Remote Meetings - Call for Evidence, regarding the holding of remote council meetings

The Clerk highlighted the Government call for evidence. Following discussion, the Chairman proposed that the Clerk be authorised to respond to the call for evidence on behalf of the council. This was seconded by Cllr. Ilett, put to the meeting and carried unanimously.

vii) To approve the purchase and fitting of new notice boards for the parish up to the cost of £4500.00 and to approve the redistribution of the current parish notice boards in the parish.
The chairman outlined the plan to replace and reuse notice boards in the parish. The Chairman explained that following his initial research the cost would be in the region of £4300 including

vat and that some of the single boards that were currently used would be redistributed in the Parish. The Chairman also explained that there would be a cost to installing and relocating the boards but estimate that the cost would be no more that £4500.00 (excluding vat).

Discussion followed regarding preferred colour for the boards and the relocation of the board at the end of Feadon Lane.

The Chairman proposed that the council moves ahead with the purchase of four new notice boards, the relocation of the current notice boards and the installations of the boards in their new locations up to the cost of £4500.00 excluding VAT. This was seconded by Cllr. Symonds, put to the meeting and carried unanimously.

8907 Update on projects for the year 20/21 expenditure

a) Former Public Toilets

The Chairman confirmed that he had met with a commercial estate agent to discuss the potential value of the building, but had not yet received back the valuation.

b) Public Toilets

The Chairman confirmed that all cubicles are now open daily and that there had been several minor maintenance issues that have arisen during the last month, but all have been rectified. The Chairman reported that the 6-monthly service of the hand wash units had been carried out in March.

c) Neighbourhood Development Plan Steering Group (NDP SG)

Cllr. Matijasevic confirmed that the project had come in just under budget for the year 20/21 and that the end of grant report had now been submitted to Groundworks.

Cllr. Matijasevic reminded the meeting that the NDP was now with Cornwall Council and would be passed to the examiner in due course.

Discussion followed regarding the future of the NDP website, the clerk informed the meeting that she was awaiting information from the website hosts prior to making a recommendation of how to proceed with the website.

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

The Chairman confirmed that he had received the mining trails leaflets and had started to distribute the throughout the parish.

Cllr. Ilett confirmed that he would follow up the complaint from a parishioner regarding the state of the path at Cambrose which had been mentioned at the last meeting.

Cllr. Matijasevic asked if there was a completion date for the Tolgus Trail. The meeting concurred that this information had not been shared by Cornwall Council.

e) Portreath Climate Action Network (CAN)

None

8908 To receive various items of correspondence, authorise any action and consider associated expenditure

a) Correspondence circulated by email.

- **Operation Forth Bridge.** Cllr. Matijasevic highlighted the recommended steps advised in the documentation circulated regarding Operation Forth Bridge. The Clerk and Chairman confirmed that all advised steps suitable for this council had been followed including the updating of the website and social media pages and providing details of the Cornwall and National books of condolence and details of the Royal families wishes regarding floral tributes and donations.

b) General correspondence

i) Opening of the beach Carpark

The Clerk informed the meeting that she had directed a large amount of correspondence to PIC and Pal regarding the opening dates for the carpark.

ii) Alterations to the Former Harbour Masters House

The Clerk reported that at the request of neighbours the Chairman and Vice-Chairman had been assisting with queries regarding the works being carried out on the former Harbour

Masters house. The Chairman confirmed that he had been in contact with neighbour and various departments in Cornwall Council and were satisfied that the works being carried out were in line with planning permissions and were not causing damage to the historic harbour walls.

iii) Public Toilets

The Clerk reported correspondence received complimenting the Council for the provision of well managed public toilets. The Clerk confirmed that this praise had been shared with the cleaning contractor. The meeting acknowledged several small complaints, however noted that the cleaning contractor was quick to react when there are issues.

iv) Holiday Homes waste collections

The Clerk highlighted correspondence received from a parishioner questioning the arrangements for the removal of waste from Holiday properties. The Clerk confirmed that holiday lets were classed as businesses and that the waste produced should be removed privately. The Clerk advised that anyone with concerns should email: wastemanagement@cornwall.gov.uk

v) Reports of a dangerous structure on Battery Hill

The Clerk reported correspondence from a parishioner regarding a dangerous structure on Battery Hill. The Clerk confirmed that this has been passed to building control to assess.

c) Correspondence received since the preparation of this agenda

- Access to Chynance

Discussed under item 7 on the agenda (minute ref: 8903, d).

- Camper vans overnighting on Beach Road

Discussed under item 7 on the agenda (minute ref: 8903, d).

- Parking SLA

The Chairman reported that CC had enquired if this council wished to continue with the Parking enforcement SLC as it had done in 2020.

Following discussion, the Chairman confirmed that cost of the SLA would be the same as last year. Councillors commented that without the double yellow lines being repainted there was little point spending this money.

The Chairman agreed to write back to CC saying that the council would only reconsider this when the double yellow lines were instated.

8909 To give consideration to any applications received for grants/donations

The meeting noted that no requests had been received and that there had been no response from Cornwall Women's Shelter.

The Clerk confirmed that she had worked with Cllr. Ilett on the Grants policy and intended to circulate for adoption in time for the next meeting of the council.

8910 To agree the date of the next meeting

The meeting agreed the dates times and location for the next three meetings of the council.

- Annual Parish Meeting of Electors, Monday 26th April 2021 – 6:30pm, Zoom Virtual Meeting Platform
- Extraordinary Meeting, Tuesday 4th May 2021 – 6:30pm, Zoom Virtual Meeting Platform
- Annual Meeting of Portreath Parish Council, Monday 17th May 2021 6:30pm, St Mary's Church Hall

8911 Close of Meeting

The Chairman thanked everyone for their attendance and participation and closed the meeting at 8:12pm.

17th May 2021

Chairman – Cllr. Ian Stewart