

Minutes for the Extraordinary MEETING of PORTREATH PARISH COUNCIL held on the Zoom Virtual Meeting Platform on Monday 3rd August 2020, 6:30pm



Present: Chairman Mr. I. Stewart, Councillors Mr. C. Matijasevic, Mr. B Jose and Mr S Kendall
Lucy Jose - Clerk to the Council
1 member of the public

This meeting was held virtually in accordance with *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020*.

8721 Chairman's Welcome

The Chairman welcomed councillors and public to the extraordinary August meeting explaining procedures for the virtual meeting and reasoning for the meetings necessity.

8722 To Receive Apologies

The Meeting noted apologies for Cllrs Hitchen and Ilett who were both unable to attend due to work commitments and Cllr. Symonds due to ill health.

8723 Declaration of Interest

None

8724 Public Participation Session, when members of the public may raise matters with Councillors

None

8725 Review the document adopted on the 23rd March; amended on the 4th May - COVID-19: Portreath Parish Council Plan

The meeting noted that there were no significant changes since the last review and commented that the plan was currently running smoothly.

8726 Planning

(a) To give consideration as consultees to:

i) Proposed Conversion of Existing Store Room to Games Room

An Carrek, Lighthouse Hill, Portreath – PA20/04996

The Chairman summarised the proposal. Cllr. Matijasevic commented that when this dwelling was granted planning permission the inclusion of a garage had been requested to ensure adequate off-street parking due to its location on Lighthouse Hill, however it was noted that there is alternate off-street parking available for the dwelling.

The Chairman proposed that members of Portreath Parish Council Support the proposal. This was seconded by Cllr. Jose, put to the meeting and carried.

ii) Change of use of B1 (offices for domiciliary care service) to A1 Use Funeral Directors

Unit 5 Jacquemand Industrial Estate, New Portreath Road - PA20/05609

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

(b) To give consideration to any planning applications referred to the council under the 5-day notice protocol

The Chairman reported that planning application PA20/03850 had been referred to the council under the 5-day protocol during July and following consultation with its members Portreath Parish Council had asked for this to be determined by the planning committee. The Chairman went on to explain that CC Duffin would not support this application being presented to the planning committee due to lack of planning reasons for its approval and her personal view that development of the proposed plot would result in overdevelopment of the area. CC Duffin also highlighted that planning application PA19/02247 for a two-storey dwelling on the same plot was currently at appeal stage with the

planning inspectorate and that the appeal decision would determine if the plot was suitable for development.

The Chairman expressed his disappointment that CC Duffin would not support this application being determined by the planning committee and asked the Clerk to minute that Portreath Parish Council are discontent with CC Duffin's lack of support in bring this matter to the planning committee in consideration that both Portreath and St Agnes Parish Council support the proposal.

Planning application PA20/03651 in a neighbouring parish was brought to the attention of councillors. Members expressed their concern over the flood risk of the proposed to the parish of Portreath and instructed the Clerk to contact the planning officer and request that this council be formally consulted on the application.

8727 Budget Review, authorise any action and consider associated expenditure

The Clerk presented the budget summary which had been circulated previously. The Clerk highlighted the expected income for the year 20/21 at the time the budget was set in December 2019, the current income to date and predicted income to the end of the year 20/21. The Clerk moved on to spending highlighting the budget for the year 20/21 as set in December 2019, the budget to the 1st August 2020, spending to the 1st August 2020 and the predicted spend to the end of the year 20/21. The Clerk commented that spending was on track, and taking into consideration committed spend of £4000 outstanding from the 2019/20 budget for the NDP SG the council should expect to end the year 20/21 with £16000 in the reserves.

Debate followed regarding the level of reserves that should be held by a council of this size. Councillors concurred that this needed to be clarified prior to setting the budget for the year 2021/22.

The Chairman highlighted the NDP budget, suggesting that a meeting need to be set up with the NDPSG to confirm where they are with finances and to understand what funding is needed to see the completion of the project. The Clerk agreed to arrange a meeting with the NDP SG Chair.

8728 Internal Audit: consider auditors recommendations, implement a plan for the completion of works required, authorise any action and consider associated expenditure

The Chairman summarised the shortfalls in council procedure as highlighted in the Internal Audit. Following discussion, the chairman set the target of the Risk Management Systems be updated to the standard requirements of proper practice by the end of December 2020.

There was debate regarding the employment of a contractor to carry out the health & Safety risk assessments for the council, members concurred that quotes should be sought from contractors to carry out this work along with asking the advice of other clerks to see what they have in place.

8729 Portreath Parish safe high street reopening Grant, update on the funding availability, update on the uptake from parish businesses, recommendations to move forward with the purchase of equipment for aiding social distancing for the safe re opening of the high street, authorise any action and consider associated expenditure

The meeting noted that there had been no formal applications for this funding however there had been several businesses that had shown interest but had not been able to mee the application deadline. Members concurred that restrictions of the funding meaning that businesses could only use the item purchased with the grant on public land meant that very few businesses in the parish would be able to make use of the offer. Cllr. Matijasevic commented that a business had suggested purchasing concrete picnic benches for the small beach, however councillors concurred that it would be difficult to prove which businesses this would support if purchase with the grant.

The Clerk agreed to extend the deadline for applications and Cllr. Matijasevic agreed to follow up the restrictions with Charlotte Caldwell to see if there could be any movement of use of items purchased on private land.

8730 Consider projects for the year 20/21, authorise any action and consider associated expenditure



The Chairman outlined the projects and stated that councillors must agree who work on which projects. Members looked at each project individually and confirmed who would head the work stream for each project and gave updates on projects where available.

Former Toilets Block – Cllrs Jose and Kendall agreed to support Cllr. Hitchen with the project to renovate the former toilet block.

Public Toilets – The Chairman agreed to continue lead this work stream, commenting that the maintenance and management of the toilets had now become one work stream, as the telecommunications pole had now relocated and the decision had previously been made not to fit out the remaining cubicle or to install the railings.

Flood Defence – Cllr Kendall agreed to continue to oversee this workstream

NDP SG – Cllr Matijasevic agreed to continue to be the council's representative on the NDP SG with Cllr Ilett as support.

Duke of Leeds Land – Cllr Jose agreed to continue with this project commenting that the risk assessment that he had almost completed needed more work after the revelation that the area was in fact common land. Had

General Signage – The Chairman indicated that Cllr Hitchen was keen to continue to work on this project and the Clerk agreed to issue a purchase order for the design of the signage.

Devolution - There was debate over the projects that had previously been considered including the devolution of the grassed area by the small beach and the Lighthouse Hill car park. Cllr. Matijasevic commented that he felt that at this current time this would not be a priority for PIC or PAL to persue as they were currently not meeting due to the pandemic. Cllrs. Kendall and Matijasevic agreed to continue to work on these projects, putting their effort into the area adjacent to the small beach.

Major Meetings – The Chairman agreed to take major meetings on as his duty.

Mineral Trails – Following debate it was agreed that membership of the MVRG (Mining Villages Regeneration Group) be included in the work steam and that the Chairman and Cllr. Ilett would continue to represent the Council with these groups. The Clerk informed members that the invoice for the membership of the MVRG had been received.

WAAF Site – Cllr Jose agreed to continue to oversee the WAAF site, commenting that the owners of the stables had contacted the Clerk to inform the Council that the access road needed cutting back. Cllr Jose agreed to get a price from Mr Sampson to do this work.

It Support - Cllr. Jose agreed to continue to support the Clerk with IT assistance.

Risk Assessments – Councillors concurred that effort should be made this year to get the risk assessments up to date and to consider using the help of a consultant with this. The Clerk agreed to gather some quotations for this and to see advice from other local Clerks.

8731 Any matters that the Chairman deems urgent

- i) The Chairman informed the meeting that there had been a meeting earlier in the day to consider parking within in the Village. The meeting had been attended by representatives from Cornwall Council, D&C police & the Parish Council. The meeting looked at issues raised by residents including residents parking schemes in Chynance, Forth an Nance and Greenfield Terrace, cars routinely mounting the pavement on Penberthy Road opposite the old Coastguard Station and the dangerous parking on Tregaea Hill both top and bottom. The Chairman informed the meeting that Adrian Drake of Highways had offered many solutions however most with consequences that would outweigh the benefits.

The solutions with the least cost implication and the greatest benefits were considered for Tregea Hill including the changing of position of the double yellow lines at the bottom and mid sections of the hill and tighter restrictions at the top of the hill. It was recognised that all these solutions would need to be enforced, but the creation of a cycle lane or pavement would be far more costly and may still exacerbate the problem further.

The Chairman informed members that on the advice of Adrian Drake he had written to the community link officer highlighting the problems and that she and Cllr. Duffin would push for funding of these issues in this year's community network budget, potentially seeing some change being made by April 2021.

The Chairman commented that any changes would come with a public consultation and parishioners should be encouraged to engage with the consultations. The Chairman confirmed that as a temporary measure PC Trewern had agreed to reinstate the police cones on Tregea Hill, which had previously been effective.

- ii) **Service Level Agreement – Parking Enforcement:** The Chairman explained that Portreath had been part of a trial by Cornwall Council to see where the need was for parking enforcement in the county. Cllr Stewart summarised the figures from the trial which had been previously circulated to members commenting that there had not actually been that many tickets issued. Debate followed regarding the timing of the enforcement visits and the meeting concurred that between 9 and 10 am was not an effective time to do the visits and that visits in the afternoon/early evening would be more efficient.

The Chairman recapped the service level agreement for additional enforcement visits which had previously been discussed at the July meeting of the council (minute ref:8709). Members concurred that more visits from the parking enforcement team would help with safety in the village, and that these visits needed to be timed as previously discussed in the afternoons and at weekends.

The meeting asked that the decision be made under the powers of emergency delegation, that the Chairman, Vice Chairman and Clerk agree to, two additional afternoon visits on the service level agreement, to include a Saturday afternoon and ask for the core visits to be carried in the afternoons not between 9am and 10am. All to be reviewed at the next full meeting of the council.

8732 Close of Meeting

The Chairman thanked everyone for their attendance and participation and closed the meeting at 7:37pm.

7th September 2020

Chairman – Cllr. Ian Stewart