

Porthleven Town Council
MINUTES THE TOWN COUNCIL MEETING,
HELD AT INSTITUTE COTTAGE, CLIFF ROAD
ON THURSDAY, 12th MARCH 2020 @ 7pm

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| Present: | Cllr. Plunkett (in the chair) | Cllr. Berryman | Cllr. Adair |
| | Cllr. Murray | Cllr. Toy | C Thompson (Clerk) |
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| In Attendance: | Suzie Inman | Alec Short | |
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| Minute | AGENDA ITEMS | Action |
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| | <p>Apologies for Absence Cllrs. Toms, Osmond, Wallis and Jorgensen forwarded their apologies</p> <p>Declaration of Interests None</p> | |
| 158/1920 | <p>To receive and approve minutes of the Town Council meeting held on 13th March Proposed from the Chair and AGREED as a true and accurate record</p> | |
| 159/1920 | <p>Matters arising from the minutes of the Town Council meeting held on 13th March None</p> | |
| 160/1920 | <p>Planning – to receive and comment</p> <p><u>Planning Public Participation</u> None</p> <p><u>Category 1 applications:</u></p> <p>PA20/01580 OS Field 7460, Tolponds Road – Non-material amendment for the revisions to the drainage strategy following design development, as proposed by MBA consultants Applicant: Mr Robert Moore, Porthleven Harbour & Dock Company Cllr. Toy gave a brief outline of the application Discussed Proposed by Cllr. Toy, seconded by Cllr. Plunkett, and AGREED to support this application</p> <p>PA20/01385 1 Sunnybank – erection of balcony to the rear with alterations to the existing rear elevation openings at first floor level and internal alterations Applicant: Mr & Mrs Joe Grant Cllr. Toy gave a run through the application details Discussed</p> | Clerk |

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| | <p>Proposed by Cllr. Toy, seconded by Cllr. Murray, and AGREED to support this application</p> <p>PA20/01516 27 St Peters Way – non-material amendment (NMA1) for alterations to fenestration and finish of elevations, reconfiguration of porch and minor internal alterations to decision PA19/10009 dated 20/12/19 Applicant: Mrs Sue Brotherton Cllr. Toy gave a brief summary of the application Discussed</p> <p>Proposed by Cllr. Adair, seconded by Cllr. Murray, and AGREED to support this application</p> <p><u>Category 2 applications:</u> PA20/01480 32 Claremont Terrace, Beacon Road, Breagside – cottage refurbishment to include the formation of a new window to the south elevation, new door opening at first floor to the north elevation, replacement windows and doors, rebuilding of the chimneys and the installation of new rear access stairs Applicant: Mr E Coode, Trustees of Coode Estate West Lead: Cllr. Mike Toy Cllr. Toy gave a summary of the application Discussed</p> <p>Proposed by Cllr. Toy, seconded by Cllr. Plunkett, and AGREED to support this application</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |
| 161/1920 | <p>Public participation (non-planning matters) None</p> | |
| 162/1920 | <p>Observations upon matters raised during Public Participation None</p> | |
| 163/1920 | <p>Mayor's Report The Mayor reported attending Bickford Smith Working Party meeting and the AGM / normal meeting of the Friends of the Bickford Smith Institute. Noted that she had made the decision to cancel the Friends of the Bickford Smith Institute Coffee Morning at Rick Steins over coronavirus concerns</p> | |
| 164/1920 | <p>Deputy Mayor's Report The Deputy Mayor, Cllr. Toy, reported attending Porthleven Neighbourhood Plan meeting, Bickford Smith Working Party meeting and the AGM / normal meeting of the Friends of the Bickford Smith Institute.</p> | |
| 165/1920 | <p>Town Clerk's Report Town Clerk reported the following: Porthleven Lifeboat Day Clerk reported that this year's Lifeboat Day was scheduled to be held on Sunday 16th August Code of Conduct Training Clerk noted that there were still places available on 18 March 2020 – 1.30pm-3.30pm – Council Offices, Dolcoath Avenue, Camborne</p> | |

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| | <p>Any Councillor interested please contact the Clerk via email</p> <p>Planning Appeal</p> <p>Clerk reported that the following application had been dismissed at appeal stage along with the claim against Cornwall Council for costs incurred</p> <p>PA18/05371</p> <p>Land and Railway Carriage East of Treza Vean, Tolponds Road – removal of dilapidated railway carriage and erection of detached timber framed holiday cottage</p> | |
| 166/1920 | <p>Cornwall Councillor Report</p> <p>No report submitted</p> | |
| 167/1920 | <p>Accounts</p> <p>Clerk provided a list of accounts for approval</p> <p>Proposed from the Chair and AGREED</p> | Clerk |
| 168/1920 | <p>Requests for Financial Support</p> <p>None</p> | |
| 169/1920 | <p>Reports on Meetings Attended as a representative of Porthleven Town Council</p> <p>Cllr. Adair: Bickford Smith Working Party meeting and the AGM / normal meeting of the Friends of the Bickford Smith Institute</p> <p>Cllr. Jorgensen: Not in attendance</p> <p>Cllr. Toms: Not in attendance</p> <p>Cllr. Osmond: Not in attendance</p> <p>Cllr. Murray: Bickford Smith Working Party meeting and the AGM / normal meeting of the Friends of the Bickford Smith Institute</p> <p>Cllr. Berryman: Bickford Smith Working Party meeting and the AGM / normal meeting of the Friends of the Bickford Smith Institute</p> <p>Cllr. Wallis: Not in attendance</p> | |
| 170/1920 | <p>Porthleven Food Festival</p> <p><i>Mayor suspended standing orders to allow Suzie Inman and Alec Short to address the Town Council</i></p> <p>Suzie Inman and Alec Short addressed the Town Council to confirm that a joint decision, by ILOW and the Porthleven Food Festival Committee, had been made to cancel the 2020 Porthleven Food Festival over concerns regarding coronavirus.</p> | |
| 171/1920 | <p>Site Address Registration</p> <p>Clerk presented a consultation request regarding the proposed name of 'Foundry Place' for the Tolponds Road / Methleigh Bottoms Business Units / Car Park.</p> <p>Concerns raised as there is no historic basis for naming the site 'Foundry'.</p> <p>Clerk instructed to offer the following alternative suggestions 'Sycamore Place' or 'Alder Place' as both species of tree were prevalent in the area of the site.</p> | Clerk |

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| 172/1920 | <p>Procedural Tasks</p> <p>a) Risk Assessments Clerk presented the draft risk assessments Discussed Proposed from the Chair and AGREED</p> <p>b) General Data Protection Regulations Clerk presented the following a. Data Protection Policy b. Privacy Policy c. Data Protection Register d. Data Audit Discussed Proposed by Cllr. Toy, seconded by Cllr. Adair, and AGREED</p> <p>c) Standing Orders Clerk presented the standing orders Proposed by Cllr. Berryman, seconded by Cllr. Plunkett, and AGREED</p> <p>d) Financial Regulations Clerk presented for discussion Proposed from the Chair and AGREED</p> <p>e) Asset Register Clerk presented a copy of the asset register Discussed Proposed from the Chair and AGREED</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |
| 173/1920 | <p>Friends of the Bickford Smith Institute Cllr. Adair presented draft constitution. Discussed Proposed from the Chair and AGREED to adopt the Friends of the Bickford Smith Institute constitution</p> | <p>Clerk</p> |
| 174/1920 | <p>Recycling Banks Clerk presented an update from Cornwall Council regarding the removal of the Recycling Banks at Top Park and details of costings regarding the Town Council taking responsibility for the service. Discussed, noted the cost of service high Proposed from the Chair and AGREED not to take responsibility of the recycling banks at this time</p> | <p>Clerk</p> |

There being no further business, the meeting closed at 8.15pm

Signature: Cllr. Plunkett, Mayor

Date: 11th June 2020

MARCH 2020 EXPENDITURE EXCEEDING £100

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| DD | CORNWALL COUNCIL: B/Tax Shute Lane toilets | £ | 121.00 |
| | STAFFING COSTS: All staff related costs included pension, NI, Tax, HM Revenue Payments etc | £ | 3,084.35 |
| 5406 | RGB BUILDING SUPPLIES: Maintenance materials | £ | 140.82 |
| 5408 | CORMAC: Public Toilet Cleaning March | £ | 408.08 |
| 5411 | ALARM GUARD: Test and inspection | £ | 106.80 |
| 5412 | P CARVELLY: General maintenance various | £ | 1,170.00 |