

**Porthleven Town Council**  
**MINUTES THE TOWN COUNCIL MEETING,**  
**HELD AT THE METHODIST CHURCH, FORE STREET**  
**ON THURSDAY, 8<sup>th</sup> JULY 2021 @ 7pm**

<b>Present:</b>	Cllr. Toy (in the chair)	Cllr. Berryman	Cllr. Plunkett
	Cllr. Osmond	Cllr. Short	Cllr. Munday
	C Thompson (Clerk)		
<b>In Attendance:</b>	Mrs D Charles	Mr A Jorgensen	Cllr. Keeling

Minute	AGENDA ITEMS	Action
	<b>Apologies for Absence</b> Cllrs. Shainberg and Port forwarded their apologies <b>Declaration of Interests</b> Cllr. Munday declared an interest in planning application PA21/05321	
033/2122	<b>To receive and approve minutes of the:</b> <b>a) Town Council meeting held on 10<sup>th</sup> June</b> Proposed and AGREED as a true and accurate record <b>b) Special Town Council meeting held on 24<sup>th</sup> June</b> Proposed and AGREED as a true and accurate record	
034/2122	<b>Matters arising from the minutes of the:</b> <b>Town Council meeting held on 10<sup>th</sup> June</b> None <b>a) Special Town Council meeting held on 24<sup>th</sup> June</b> None	
035/2122	<b>Planning – to receive and comment</b> <b><u>Planning Public Participation</u></b> None <b><u>Category 1 applications:</u></b> <i>Cllr. Munday left the room for the discussion of the following application</i> <b>PA21/05321</b> 2 Tremearne Road – the addition of a steel frame balcony with glass balustrade on the North West Applicant: Mr David Renyard The Mayor gave a brief overview of the application including online comments Discussed Proposed Porthleven Town Council object to this application as the proposed	Clerk

	<p>balcony will be overlooking the neighbouring properties garden causing loss of private amenity space</p> <p><b>PA20/07852 (amended)</b>          Little Antron – construction of dwelling to replace building conversion granted under decision PA18/03713          Applicant: Mr and Mrs Pascoe          The Mayor gave a summary of the application          Discussed          Proposed by Cllr. Osmond, seconded by Cllr. Short, and AGREED to support this application</p> <p><b>PA21/05366</b>          1 Tregunna Close – conversion of existing garage and covered side passage into new kitchen and bedroom, together with internal alterations          Applicant: Steve Williamson          The Mayor gave a brief summary of the application          Discussed          Proposed from the Chair and AGREED to make no objection to this application</p> <p><b>PA21/05114</b>          Treza Vean, Tolponds Road – demolition of existing conservatory and construction of new single storey linked annex          Applicant: Mrs Gibson          The Mayor gave an overview of the application          Discussed          Proposed by Cllr. Plunkett, seconded by Cllr. Munday, and AGREED to support this application</p> <p><b>PA21/04633</b>          Kimberley, 6 Unity Road – Conversion of rear workshop / store / outbuilding into self-contained habitable accommodation          Applicant: Mr J and Mrs J Burns          The Mayor provided details of the application          Discussed          Proposed from the Chair and AGREED to make no objection to this application</p> <p><b>PA21/03969</b> (amended description)          Studio Rear of Thomas Terrace – repair and rebuilding of existing building to create a unit of holiday accommodation          Applicant: Deborah Charles          The Mayor gave a brief summary of the application including online / emailed comments          Discussed, noted that drainage concerns would be dealt with by Building Control          Proposed from the Chair and AGREED to support this application</p> <p><b>PA21/04309</b> (<i>Re-presented with comments from Highway Development Management – West</i>)          Land North East of Tripolitania House Loe Bar Road – variation of Conditions 2 (approved plans) and 6 of Application No. PA18/08801 dated 18th December 2018 (Erection of 3 dwellings and associated</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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	<p>works)</p> <p>Applicant: Peter McGrath Fast Reindeer Properties</p> <p>The Mayor reported that further to the request of the Town Council the formal response from Highway Development Management – West which noted no objections</p> <p>Discussed</p> <p>Proposed from the Chair and AGREED to make no comment.</p> <p>Clerk instructed to enquire about the process for the removal of the S106 agreement and note the Town Council would like the opportunity to comment when this is presented for consideration</p> <p><b><u>Category 2 applications:</u></b></p> <p>None</p>	<p>Clerk</p> <p>Clerk</p>
036/2122	<p><b>Public participation (non-planning matters)</b></p> <p>Alan Jorgensen, Chair of the Porthleven Neighbourhood Plan Team, announced that the Porthleven Neighbourhood Plan had successfully received the required sign off and that the Plan is now ready to proceed to referendum. Gave the following thanks to all those who have worked extremely hard on the Plan:</p> <p>‘I would like to thank each of you and just say that our success has been because you all walking together from each issue and challenge, we have faced with no loss of enthusiasm, determination or resilience.’</p>	
037/2122	<p><b>Observations upon matters raised during Public Participation</b></p> <p>The Town Council thanked everyone for all their hard work in bringing the Porthleven Neighbourhood to referendum stage</p>	
038/2122	<p><b>Mayor’s Report</b></p> <p>The Mayor reported attending Special Town Council meeting, onsite meetings with Clerk, Climate Action Porthleven and onsite meeting with contractors regarding Shute Lane toilets.</p>	
039/2122	<p><b>Deputy Mayor’s Report</b></p> <p>The Deputy Mayor reported attending a meeting of Climate Action Porthleven</p>	
040/2122	<p><b>Town Clerk’s Report</b></p> <p>Town Clerk reported the following:</p> <p><b>Casual Vacancy</b></p> <p>Two applications had been received for the one vacancy. Clerk in the process of organizing co-option interviews with the applicants and Staffing Committee for next week.</p> <p><b>Code of Conduct Training</b></p> <p>Clerk reminded everyone to watch the Code of Conduct Training video provided by Cornwall Council and confirm that they have watched.</p> <p><b>Town Vitality Funding</b></p> <p>Clerk confirmed that a special meeting of the Town Council will be held on Thursday 22<sup>nd</sup> July, 7pm, @ the Methodist Church to receive a presentation / Q&amp;A with Cornwall Council regarding Town Vitality Funding</p>	<p>Clerk</p> <p>Councillors</p>

	<p><b>Porthleven Torchlight Procession</b></p> <p>Clerk reported, Porthleven Community Group (PCG) had formally made the declaration of intent to dissolve following the agreement of the Town Council in March, minute 110/2021 refers, to take over the responsibility of the Torchlight Procession and Duck Race.</p> <p>PCG have kindly agreed to work with the Town Council to assist in organising the Torchlight Procession and have requested we nominate one Councillor to act as mentor / liaison to ensure a smooth handover.</p> <p>Cllr. Munday volunteered to liaise</p> <p><b>Non-Domestic Rating – Public toilets</b></p> <p>Clerk confirmed that back dated refunds to include financial year 2020/21 had been received, total refund £2,585.76</p>	Cllr. Munday
041/2122	<p><b>Cornwall Councillor Report</b></p> <p>Cllr. Keeling reported that he had formally requested that PA21/01405 &amp; PA21/01406 (The Old China Clay Building applications for covered roof extension of terrace and converting pergola roof into a terrace) be presented to the Cornwall Council Planning Committee for the final decision</p> <p>Meeting scheduled for 22<sup>nd</sup> July to look at Highways issues with a member of the highways team, Clerk and Mayor</p>	Clerk / Mayor
042/2122	<p><b>Accounts</b></p> <p>Clerk provided a list of accounts for approval</p> <p>Proposed from the Chair and AGREED</p>	Clerk
043/2122	<p><b>Requests for Financial Support</b></p> <p>Cornwall Pride</p> <p>Discussed</p> <p>Proposed from the Chair and AGREED to make a donation of £50</p>	Clerk
044/2122	<p><b>Reports on Meetings Attended as a representative of Porthleven Town Council</b></p> <p>Cllr. Plunkett: Special meeting of the Town Council</p> <p>Cllr. Shainberg: Not in attendance</p> <p>Cllr. Port: Not in attendance</p> <p>Cllr. Munday: Special meeting of the Town Council</p> <p>Cllr. Short: Special meeting of the Town Council and Climate Action Porthleven</p> <p>Cllr. Berryman: Special meeting of the Town Council</p>	
045/2122	<p><b>Climate Action Porthleven (CAP)</b></p> <p>Clerk presented the following request from Climate Action Porthleven: CAP would like to formally request that the current CAP Working Party, which sits under the umbrella of the Town Council (TC), form a stand-alone group that would work in collaborative partnership with the TC.</p> <p>Purpose of request:</p> <ul style="list-style-type: none"> <li>To allow CAP to apply for funding streams which might not be open to the TC</li> <li>To allow CAP to formally set up a constitution</li> </ul>	

	<ul style="list-style-type: none"> <li>• To allow CAP to operate an email account</li> <li>• To allow CAP to set up a social media presence under its own identity</li> <li>• To allow CAP to organise projects etc quickly without the need to formally approach TC</li> </ul> <p>Collaborative Partnership:</p> <ul style="list-style-type: none"> <li>• Request (if approved) two Members of the TC formally sit on CAP</li> <li>• Official Members to report monthly on work being conducted by CAP and to feed into CAP relevant activities or news from PTC</li> <li>• CAP would work with Members on the draft Porthleven Climate Action Plan and work collaboratively to deliver the plan</li> <li>• CAP would assist, were possible, the TC achieve their Climate Action Declaration</li> <li>• CAP would work in partnership with TC to establish projects relating to green spaces owned or managed by the TC</li> <li>• TC to update website 'news' page / TC Facebook of projects being undertaken by CAP</li> </ul> <p>Discussed at length Proposed from the Chair and AGREED Cllrs Short and Osmond to formally sit on CAP as Members of Porthleven Town Council</p>	Clerk Cllrs. Short / Osmond
046/2122	<p><b>Porthleven Bowling Club</b></p> <p>Clerk presented details of planning application to update Porthleven Bowling Club facilities and request to submit and make a financial donation to assist with the cost of the application fee</p> <p>Discussed</p> <p>Proposed by Cllr. Short, seconded by Cllr. Osmond, and AGREED to make a donation of 50% of the planning fee up to a maximum of £500</p>	Clerk
047/2122	<p><b>Welcome Back Fund</b></p> <p>Clerk presented details of the Welcome Back Fund</p> <p>Discussed</p> <p>Due to the tight deadline and conditions no expression on interest to be submitted</p>	
	Proposed from the Chair and AGREED in accordance with provisions of the Public Bodies (Admission to Meetings) Act 1960, section 2; the following items will be discussed by the Council in closed session.	
058/2122	<p><b>Shute Lane Toilets</b></p> <ul style="list-style-type: none"> <li>• Work to faults in pipe and damaged manhole</li> </ul> <p>Clerk presented quote for required work to faults in pipe and damaged manhole, noted as the work is specialised and requires emergency repairs, in order to re-open the toilets before the summer season fully opens, only one quote was forthcoming</p> <p>Proposed from the Chair and AGREED to accept quote from Aqua Rod SW Ltd</p>	Clerk

	<ul style="list-style-type: none"> <li>• Additional Cleans</li> </ul> <p>Clerk reported that the quote to increase cleans, to 3 a day, until the end of September 2021 to the public toilets is an additional £640.32 ex VAT</p> <p>Discussed</p> <p>Proposed from the Chair and AGREED to additional clean up to the end of September</p>	Clerk
059/2122	<p><b>Bickford Smith Institute</b></p> <p>The Mayor reported that the Expression of Interest with the National Heritage Lottery (NHLF) had been approved.</p> <p>Clerk presented quote from the appointed consultants, Ian Saltern and Kevin Brownridge, for writing the stage 1 bid to NHLF.</p> <p>The Mayor proposed that the consultants be invited to a meeting to update the Council on the proposed plans before proceeding, AGREED</p>	Clerk

There being no further business, the meeting closed at 8.45pm

Signature: ..... Cllr. Toy, Mayor

Date: 9<sup>th</sup> September 2021

## **JULY 2021 - EXPENDITURE EXCEEDING £100**

		£
DD	CORNWALL COUNCIL: Non Domestic Rates Shrubberies Car Park	114.00
		£
DD	CORNWALL COUNCIL: Non Domestic Rates Institute Cottage	225.00
		£
DD	OPUS ENERGY: Institute Cottage (June)	102.90
	STAFFING COSTS: All staff related costs including pension, NI, Tax, HM Revenue Payments etc	£
		6,487.51
		£
5595	RZT LTD: Flood prevention works - The Moors Recreation Ground	600.00
		£
5596	BRITISH GAS: Electricity Shute Lane toilets Jan - June	188.32
		£
5599	INDEPENDENT RURAL SERVICES: See below	724.00
	ALARM GUARD: Annual maintenance / monitoring (intruder alarm)	£
5600		228.00
		£
5602	KEVIN BROWNRIDGE: NHLF EOI (BSI Consultant)	200.00
		£
5603	EDF: Insitute Light (quarterly)	115.54
	C THOMPSON: Expenses including website hosting, works	£
5604	mobile, mobile credit and stationery	158.29