



Minutes – Full Council

Minutes of the Parish Council Meeting held at the Council Chambers, Chyanhale, Ponsmere Valley, Perranporth, TR6 0DB at 7pm on 27 November 2023

1. To note Councillors present

Cllrs Gaisford (Chair), Arthur, Boston, Bowers, Byfield, Higgins, Rogers, Trevethan, White and Wyn Jones and Yeo.

Also in attendance: Amanda Lash (Clerk), Jenny Blunden, Sophie Ashton, Chris Couch (Kier), Richard Malyon (Department for Education), 4 members of the public.

2. To receive apologies for absence and reasons

Apologies were received and accepted from Cllrs Silvey, Pentecost, Lawrence

Proposed: Cllr Arthur Seconded: Cllr Boston unan 197/23/FC

3. Declarations of Interest and Dispensations Granted

Cllr Wyn Jones (5a) pecuniary interest - Item 26(a) **198/23/FC**

4. Public Question Time

Presentation by Jenny Blunden (CEO Truro and Penwith Academy Trust) and Sophie Ashton (Kier). They have been consulting with the NDP Group regarding the secondary school. Important well-connected with communities. Outlined features of school. Slide presentation included visuals and site plans. Concept being developed. Will be an ARB (Area Resource Base). 20 places. Sophie outlined areas of use. Questions were raised regarding access in/out, school drop off. Sophie confirmed that they are having further discussions with Highways. Separation from coaches is important for safety of pupils. Net biodiversity gain – replacing hedgerow, although mainly kept. Moving one back. Reviewing mud walls. Design – to the front is the community, sports facilities/hall. Back – classrooms and dining room. Fitness suite for after school hours. Community use. MUGA, stem area, pitches. All-weather pitch 97 x 61m. Cllr Rogers raised concern on behalf of NDP Group that the building looked like a factory. Sophie confirmed Kier is reviewing the elevation to break it up so less solid impact. Planning application to be submitted after Christmas. Still on track for September 2026 opening. Year 7s only to start. Want to grow the ethos/values of the school slowly. Member of public raised question regarding whether there has been any thought about installing a footpath alongside Bolingey Road. Kier said that raises a number of concerns. Keen to ensure no entrance point at the bottom of site, as don't want to encourage parents to turn towards Bolingey. Also, health and safety issues/safeguarding due to hedge and with raised elevations. Could be unpleasant to walk especially in the dark. Cllr White raised concern that Bolingey is already a rat run in the Summer. Need to ensure Bolingey is not overwhelmed by traffic. There is another presentation at Goonhavern School on 6 December 3.30pm – 7pm. Thanks were given to Jenny and Sophie. **199/23/FC**

Signature:

Date:.....

5. Minutes of Last Meeting

It was **resolved** to approve the Minutes held on 23 October 2023.

Proposed: Cllr Boston

Seconded: Cllr Byfield

unan 200/23/FC

6. To Receive Clerks Report

Received notification from the Local Government Association and National Joint Council for Local Government Services that agreement has been reached regarding rates of pay applicable from 1 April 2023 to 31 March 2024. For all spinal points to 43, flat rate payment of £1,925. Will start the process again in April 2024. Internal audit completed. Recommendations have already been/will be put in place. Interviews for Maintenance and Grounds Manager, and General Maintenance Assistant took place. Cleansing Agreement meeting with Cornwall Council – information gathering exercise taking place ahead of further discussions with staff and Cornwall Council. Bolenna project underway. Issues with mud and footprint. Taking advice from the Project Manager. Risk Assessment complete, together with Risk Management Strategy. Being reviewed externally before adoption. Councillors and staff undertook Code of Conduct Training which was extremely beneficial.

201/23/FC

7. To **note** reports from Cornwall Councillors

Cllr Arthur - Aware of waste contract and issues faced by some parish councils. The meeting was informative and CC seemed quite amiable. Clerk reported that the meeting answered some questions regarding quality of service. Biffa must ensure that bins do not overflow. If they do, there will be a penalty. The fear was that bins would only be emptied once a day, but that is not the case. Perranporth is in Zone 1, so there would be street cleaners in attendance all day. Service also includes street sweeping. Responses are very quick. Other areas in the Parish are Zones 2, 3 and 4, which have a response time up to 14 days. There is an option to transfer the service back to Cornwall Council, however, no parish bins will be emptied. It therefore needs to carry out an exercise to see how many bins there are in addition to the CC ones. It will then inform the decision whether to (1) transfer back services to CC. There will be no contribution but an option to TUPE any staff over (2), carry on with only an £11,800 contribution (reduction of over £26k), or (3) transfer to CC but keep street cleaner to do “enhancements” on reduced hours, which PPC would pay entirely for. This mapping will be done within the next week. Will then have a conversation with member of staff to discuss options. It is hoped to bring the mapping results to PS&S on 11th to make a recommendation to Full Council on 18th.

202/23/FC

8. Correspondence

None.

203/23/FC

9. To resolve on co-option of Parish Councillor

It was **resolved** to co-opt Norman Hunter as Parish Councillor for the Perranporth Ward. Clerk to inform Electoral Services of the result.

Proposed: Cllr Arthur

Seconded: Cllr Trevethan

unan 204/23/FC

10. To note and approve October payment schedule

October's payment schedule was approved.

Proposed: Cllr Bowers

Seconded: Cllr Trevethan

unan 205/23/FC

Signature:

Date:.....

11. To note Finance & Operations Minutes and Resolve on recommendations

(a) It was **resolved** to approve the amended Financial Regulations 2023 to take into account delegated authority for Clerk to spend up to £500.

Proposed: Cllr White Seconded: Cllr Yeo unan 206/23/FC

(b) It was **resolved** to transfer £100k from Lloyds Bank to Redwood Account

Proposed: Cllr Boston Seconded: Cllr Rogers unan 207/23/FC

(c) It was **resolved** to transfer £100k from Lloyds Bank to Nationwide Account

Proposed: Cllr Boston Seconded: Cllr Rogers unan 208/23/FC

(d) Car parking charges – Clerk researched car parking charges.

1hr (was £1) - £2

2hrs (was £2.50) - £4

Max charge (was £5.50) - £8

Week 42)was £27.50) - £42

Permits same £25

It was **resolved** to increase the car parking charges from 1 April 2024. Droskyn is used predominantly by visitors. Should not affect usage. Clerk to investigate signage and associated costs including consultation/notices.

Proposed: Cllr Byfield Seconded: Cllr Bowers unan 209/23/FC

Split out (d) as new item 12. Minutes reflect new numbering

12. Amendment by Cllr Byfield to resolve to vire £20k from Wheal Leisure EMR funds to general reserve for the purposes of meeting any overspend on the Bolenna Toilets.

It was **resolved** to vire £20k from Wheal Leisure EMR funds to general reserve for Bolenna Toilets overspend.

Proposed: Cllr Byfield Seconded: Cllr Boston 10 (2 abs) 210/23/FC

13. Note Draft Staffing Minutes 30 October 2023

Draft Staffing Minutes were **noted**. Amendment to the time the meeting finished.

211/23/FC

14. Resolve on the Clerk Signing Deeds of Execution for Land behind Unit 4, Perranporth Industrial Estate

It was **resolved** for the Clerk to sign the Deeds of Execution.

Proposed: Cllr Byfield Seconded: Cllr Bowers unan 212/23/FC

15. Terms of Reference for the Cligga Sub-Committee

It was **resolved** to approve the Terms of Reference with an amendment to report to F&O.

Proposed: Cllr Boston Seconded: Cllr Arthur unan 213/23/FC

16. Draft Public Spaces and Services Committee and Resolve on recommendations

Draft minutes were **noted**. Beach staff – looking at staff. Staffing meeting 11 December.

214/23/FC

(a) It was **resolved** to purchase an electric vehicle up to a cost of £32,800 subject to budget. More investigations need to be carried out ahead of budget discussions.

Proposed: Cllr Higgins Seconded: Cllr Bowers unan 215/23/FC

(b) It was **resolved** to remove £10k from budget for allotments.

Signature:

Date:.....

Proposed: Cllr Boston

Seconded: Cllr White

unan 216/23/FC

- (c) It was **resolved** to use some or all of EMR Tamblyn Way Steps to reduce increase in precept and ensure delivery of projects. Cllr Boston outlined efforts of PPC to keep precept at an acceptable level. Understands support for the steps from public. NDP feedback supported the project, but the public were not aware of the cost (in excess of £2 million). Cllr Byfield outlined issues of concern with this project and why the money was there in the first place (8-10 years ago). CC previously would match fund. Not the case now. Clerk recommended that the amount of reduction be approved at the Budget Meeting.

Proposed: Cllr Boston

Seconded: Cllr White (11-1)

217/23/FC

17. Internal Auditor's Report

The Internal Auditor's report of 26 October 2023 was **noted**.

218/23/FC

18. Q2 Internal Control Report

Internal Control Report was **noted**. Cllrs Arthur, Trevethan to undertake next internal control report. Thanks given to Cllr Higgins who did Q2.

219/23/FC

19. October payment schedule

Duplicate of item 10.

220/23/FC

20. Note Income and Expenditure Report to 31 October 2023

Noted.

221/23/FC

21. Percolation Test at Cligga

Clerk and Cllr Rogers to get advice regarding the best location for percolation test to benefit whole site. Property Manager to speak to leaseholders regarding facilities and requirements.

Cllr Byfield proposed amendment "to **resolve** a budget of up to £1,500 for initial percolation tests, and form a strategy for drainage for the industrial estate."

Proposed: Cllr Byfield

Seconded: Cllr Rogers

unan 222/23/FC

22. Assessment of Bund/Buttress at Seiners Wall and the ramp

It was **resolved** to instruct John Grimes Partnership to carry out an assessment at a cost of £1,115 plus VAT.

Proposed: Cllr Rogers

Seconded: Cllr Bowers

unan 223/23/FC

23. Flowbird Ticket Machines for Bolenna and Goonhavern Car Parks

It was **resolved** to purchase at a cost of £5,345 (including installation and associated costs). Limits to 3hr parking, no return within 2hrs (same as Goonhavern). Quotes for signage to be obtained. Cllr Byfield updated on discussion with covenant holder. Suggested formal process of engagement. Recommended not to turn machines on just yet.

Proposed: Cllr Bowers

Seconded: Cllr Wyn Jones

unan 224/23/FC

24. Request from Perranporth Rugby Football Club for Loan of £250k

Removed from the agenda at the request of the Perranporth Rugby Football Club.

225/23/FC

Signature:

Date:.....

25. **Watering Hole – Phase 1 Paperwork and Resolve on Approving Phase 1 works**
Cllr Byfield updated. Phase 1 - just the toilets and shelter above. Phase 2 front right-hand cover. Phase 3 tented area. Following a recent meeting with Cllr Byfield, Clerk and Property Manager, PPC have been provided with all paperwork. Thanks given to Property Manager for an excellent letter setting out concerns. 3 areas of concern (1) Normal practice to have a licence to alter premises identified by the Property Manager. Needs addressing. (2) Technically trespassing on land as not given formal permission for fencing/enabling works/toilets. Must keep within areas agreed. (3) concern regarding debris getting into sand (nails, splintering wood etc.). Property Manager to write to say PPC content for WH to use additional areas as outlined in the Construction Management Plan, and highlight 3 concerns above again. Stipulate temporary fencing down by Easter. Issue to licence to be drawn up by solicitors (per phase) at cost to Watering Hole. Subject to satisfactory reply regarding Licence to Alter, keeping within agreed areas, and confirmation of fencing down by Easter (debris issue has been addressed, together with necessary paperwork), it was **resolved** to approve Phase 1 works

Proposed: Cllr Byfield Seconded: Cllr Bowers 10 (2 abs) 226/23/FC

26. **Reports from Outside Bodies**

Wyn Jones – Memorial Hall. They want to replace all 200 chairs. Budget for it.
Also new lighting. **227/23/FC**

27. **Public Bodies (Admission to Meetings) Act 1960. In view of the confidential or special nature of the business about to be transacted, it is advisable that the press and public be excluded and instructed to withdraw during the discussions for the following items: Insurance claim, Staffing.**

Proposed: Cllr Arthur Seconded: Cllr Yeo unan 228/23/FC

Cllr Wyn Jones left the room

(a) Report from Library Manager and any recommendations for staffing.

Thanked staffing committee who agreed some changes to staffing. Staffing requested clarification of the proposal submitted. Would like to outline (1) Proposal to improve community outreach and (2) what that looks like and mean. **Proposal** Need the library open for more hours to cater for use. Just had a meeting with CC link officer for library. CC changed business plan to have as a main focus “libraries are free, safe and accessible community spaces with a focus on community hubs...” This is exactly what the intention for library is. What does a community hub look like? Proposal. Several libraries have become a community Hub, which has meant extended hours to enable space for certain groups (MS Group, knit and natter, drawing groups, homework clubs etc. Also provided a more relaxing space – sofa, bistro tables, drinks machine. Groups use the space when closed. Huge resources are available from Cornwall Council to run groups such as Multiply, Hope (mental health, health and wellbeing). Volunteer Cornwall working with Cornwall Council to deliver training and facilitation of group including, mental health, financial support. 19+ free numeracy classes. Community Energy Plus – helping people lower energy costs and apply for grants. They use venues across Cornwall to reach everybody. Space and time for groups who don’t normally come in to use the library. Improve school links. Authors. Use of computers. Many libraries offer a late

opening for those that work and older members of the community. Community hubs can attract funding up to £20k.

Opening Hours Staffing Committee requested evidence of need for increased opening hours. Twofold - Facebook poll to see how many people are interested in opening for hours. 100+ replies. Options were Wednesday and/or Friday afternoon. Some verbal approaches. Great amount of interest to extend opening. Would like to propose opening 1-5pm on a Wednesday and 2-5pm on a Friday afternoon.

Staffing needs. The Library Manager requested extra member of staff, not just for extended opening times, but also for sickness and holiday which happens regularly. Deals with lone working issues. Have had instances of behaviour that is threatening and aggressive. Struggling to cope with existing staffing. Require 1 extra member of staff.

Space Groups squashed into the corner at the moment. Jigsaw group cannot do jigsaws – so just swap. Need to rent building next door. Group 30+ for Sandy Toes. Cllr Arthur asked why they did not use the Parish Office? Too far away. Lone working. Need flexibility of staff and staff to face front, so bringing an office member over in emergencies would not work. Ideal would be to all work in the same building.

Overview Would like library to align with PPC objectives. Instrumental in delivery community aspects. Cllr Boston questioned the creation of a Community Hub as St Michaels Church already has one. Loneliness Group, medical people, social prescriber. How would this differ? Would not tread on toes but work in partnership.

It was **resolved** to open Wednesdays 1-5pm and Friday afternoons 2-5pm and employ an extra member of staff for 11hrs. Subject to budget.

Proposed: Cllr Higgins Seconded: Cllr Rogers 10 (2abs) 229/23/FC

Cllr Wyn Jones joined the meeting

(b) It was **resolved** to promote the Administration Officer to Assistant Clerk at the recommendation of Staffing, from 1 December 2023. SCP 21.

Proposed: Cllr Higgins Seconded: Cllr Yeo unan 230/23/FC

(c) It was **resolved** to appoint David Bidmead as General Maintenance and Grounds Manager (SCP 21, 20hrs) and Josh Bidmead (SCP13, 16hrs) as General Maintenance and Grounds Assistant. With effect from 1 December 2023.

Proposed: Cllr Arthur Seconded: Cllr White unan 231/23/FC

28. Date of Next Meeting

Members noted the date of the next meeting: Monday 18 December 2023

There being no further business the Chairman closed the meeting at 9.25pm

Signature:

Date:.....