

Minutes from the ANNUAL MEETING of PORTREATH PARISH COUNCIL

held at St Mary's Church Hall on Monday 11th May 2026, 6:30pm

Councillors:

Mr. I. Stewart, Mr. D. Crabtree, Mrs. S. Nash, Ms. J. Cafe (from the point mentioned) and Ms. J Parker

8 Members of the Public

Lucy Jose – Clerk to the Council

Julia Pascoe – Parish Council Support Officer

Abbreviations:

CC	Cornwall Council
EA	Environment Agency
PPC	Portreath Parish Council
NKEP	North Kerrier & East Penwith Community Area
MVRG	Mining Villages Regeneration Group
CAP	Community Area Partnerships
PIC	Portreath Improvements Committee
PAL	Portreath Association Limited
CaP	Climate Action Plan
CAN	Climate Action Network
CAWG	Climate Action Working Group
WAAF	Women's Auxiliary Air Force
CIL	Community Infrastructure Levy
TOR	Terms of Reference
FOI	Freedom of Information
MSAS	Mobile Speed Activated Sign
LMP	Local Maintenance Partnership
SWCP	South West Coast Paths
PFRAG	Portreath Flood Resilience Action Group
NPS	Neighbourhood Priority Statement
FSCS	Financial Services Compensation Scheme
CSO	Combine Sewage Overflow
EDM	Event Duration Monitoring

Prior to the start of the meeting, The Chairman presented the **Young Persons Award for Community Service** to Mr Ben Smyth.

26073 To receive nominations for and appoint Chairman for the year 2026/27

Cllr. Nash nominated and proposed that members vote Cllr. Stewart as Chairman for the year 2026/27. This was seconded by Cllr. Crabtree and members voted unanimously that Cllr. Stewart be installed as Chairman for the year 26/27.

26074 Signature of Declaration of Office Register by newly appointed Chairman

Cllr. Stewart signed the Declaration of Acceptance of Office Register, witnessed by councillors and the Clerk and Proper Officer.

26075 To receive nominations for and appoint Vice Chairman for the year 2026/27

The Chairman invited nominations for Vice Chairman. Cllr. Crabtree proposed that Cllr. Nash be nominated for this role. This nomination was seconded by Cllr. Stewart, put to the meeting and carried unanimously.

26076 Chairman's Welcome

The Chairman welcomed those present to the meeting and explained the safety procedures.

The meeting noted that Cllrs. Stewart, Nash, G Tull, J Tull & Cafe have dispensations to speak and vote on this matter of the Environment Agency Flood Resilience Flood Resilience Project.

26077 To receive apologies

The meeting noted apologies from Cllrs G. Tull & J Tull and CC Crawford. The meeting noted that Cllrs. Hitchen and Jarman were not present.

26078 To Receive Declarations of Interest

The meeting noted that Cllrs. Stewart, Nash, G Tull, J Tull & Cafe have dispensations to speak and vote on this matter of the Environment Agency Flood Resilience Flood Resilience Project.

26079 Chairman's Report

None.

26080 To confirm the minutes of meeting held on Monday 13th April 2026

Councillors unanimously **RESOLVED** the minutes for the meeting held on 13th April 2026 be signed as constituting an accurate record of proceedings.

26081 Public Participation Session, when members of the public may raise matters with Councillors

A member of the public advised members that the Art Club would be holding a display of their work at St Marys Church Hall, Portreath on Wednesday 13 May.

26082 To receive the report of Cornwall Councillor Cliff Crawford, authorise any actions and consider any associated expenditure

The meeting noted the report of CC Crawford. [CC Crawford May Report](#)

26083 To confirm the Staffing Committee membership

Councillors unanimously **RESOLVED** that membership of the staffing committee be Cllrs. Nash, Stewart, Parker, J. Tull, D. Crabtree

26084 To consider delegation arrangements to Staffing Committee

Members of Portreath Parish Council unanimously **RESOLVED** to make no changes to the delegation arrangements to the Staffing Committee.

26085 To review the terms of reference (TOR) for the Staffing Committee

Councillors reviewed the document and unanimously **RESOLVED** to make the changes recommended by the Clerk:

26086 Review of standing orders

Cllr. Cafe joined the meeting at this point.

Councillors reviewed the document and unanimously **RESOLVED** to make the changes recommended by the Clerk.

26087 Review of financial regulations

Councillors reviewed the document and unanimously **RESOLVED** to make the changes recommended by the Clerk.

26088 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

The Council reviewed the arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses, noting:

Contractors:

Diamond Cleaning Company	Management of Public Toilets
Wallgate	Service Contract for hand wash units in toilets
Vodafone	Council Mobile Phone Monthly SIM only contract
BT	Broadband Supply
GSD Security	Annual Alarm Monitoring & maintenance for Security & Fire Alarm
GSD Security	Key Holding Service

Arrangements are currently in place with:

Diane Green	Payroll Support
BDO LLP	Auditor (external)
Barbara Goraus	Auditor (internal)
Vision ITC	Website Hosting, Data Back Up IT Support (inc. NDP website)
ICO	Registration as Data Controller
HMRC	PAYE
.Gov Pay System	Payment Link service
St Mary's Church	Hall Hire for meetings and Community Catch Up
Unity Trust Bank	Bank Accounts
Lloyds Bank	Unity Trust Multi-Pay Card
Pod Café	Licence Agreement: access to parish council Land
DJM	Waste and Recycling Collection
SR Wyatt	Window Cleaning
4Youth	Youth Provision
Truro Nourish Hub	Youth Provision
NEST	Pensions; Monthly Direct Debit

Regular suppliers included:

Octopus	Electricity; Toilets paid by Direct Debit
South West Water Business	Water & Sewerage; Billed quarterly

26089 Review of representation on or work with external bodies and arrangements for reporting back

The Council reviewed representation on or work with external bodies and arrangements for reporting back, noting:

Body/Group/Organisation	Current Representation	Reporting Arrangements
North Kerrier & East Penwith Community Area Partnership	Cllr Stewart	Verbal report at meetings where required
Police Liaison	Cllr Jarman	Written report & verbal report at meetings & in between as required
Mining Villages Regeneration Group	Cllr Stewart	Verbal report at meetings where required
Mining Villages Regeneration Group Clerk	Clerk	Verbal report at meetings where required
SLCC Smaller Council of Cornwall	Clerk	Verbal report at meetings as required

Cllr. Crabtree advised members he would be willing to be the Police Liaison representative if Cllr. Jarman does not wish to continue in the role.

26090 Review of inventory of land and other assets including buildings and office equipment;

Councillors reviewed the inventory of land and other assets including buildings and office equipment. The meeting **AGREED** that this record was an accurate inventory of the council's assets.

26091 Confirmation of arrangements for insurance cover in respect of all insurable risks;

Members of Portreath Parish Council unanimously **RESOLVED** the arrangements for insurance cover.

26092 Review of the Councils Risk Management policy and Register

Councillors reviewed the document and unanimously **RESOLVED** to make the changes recommended by the Clerk. The Clerk would look at implementing a schedule for the inspection of trees at regular intervals in future.

26093 Review of the Council's and/or staff subscriptions to other bodies;

Councillors reviewed the council's and/or staff subscriptions to other bodies, noting:

Body/Group/Organisation	Membership Type	Annual Cost
Cornwall Association of Local Councils (CALC)	Council Membership	£595.86
National Association of Local Councils (NALC)	Council Membership	£108.57
Society of Local Council Clerks (SLCC)	Clerks Membership	£313.00
Mining Villages Regeneration Group	Council Membership	£100.00
Mining Villages Clerks Network	Clerks Membership	n/a
SLCC Smaller Council Clerks Network	Clerks Membership	n/a

26094 Review of the Council's complaints procedure;

Councillors reviewed the document and unanimously **RESOLVED** to make the changes recommended by the Clerk.

26095 Review of the Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21);

i. FOI Policy

Councillors reviewed the document and unanimously **RESOLVED** to make the changes recommended by the Clerk.

ii. Data Protection Policy

Councillors reviewed the document and unanimously **RESOLVED** to make the changes recommended by the Clerk.

iii. Document Retention Policy

Councillors reviewed the document and unanimously **RESOLVED** to make the changes recommended by the Clerk.

26096 Review of the Council’s policy for dealing with the press/media;

Councillors reviewed the document and unanimously **RESOLVED** to make the changes recommended by the Clerk.

26097 Review of the Council’s employment policies and procedures;

- Councillors unanimously **RESOLVED** the Staffing Committee review the policies below:
- H&S Policy
- Dignity at Work Policy
- Disciplinary Policy
- Grievance Policy
- Training and Development Policy
- Equality and Diversity Policy

26098 Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972.

The Council reviewed the S137 expenditure for the year 25/26 noting:

Date	Amount	Particulars
31/07/25	£10.00	Portreath Preschool
31/07/25	£100.00	Citizens Advice Cornwall
10/10/25	£200.00	Truro Nourish Hub
07/11/25	£175.00	Royal British Legion Poppy Appeal
07/11/25	£388.75	Royal British Legion Poppy Appeal
11/12/25	£250.00	Illogan Sparnon Silver Band
Total	£1123.75	

26099 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

The Council **AGREED** that the dates for full council meetings for the year 26/27 be:

- | | |
|---------------------------------|----------------------------|
| 11 th May 2026 | Annual Council Meeting |
| 1 st June 2026 | Full Council Meeting |
| 15 th June 2026 | Staffing Committee Meeting |
| 6 th July 2026 | Full Council Meeting |
| 7 th September 2026 | Full Council Meeting |
| 21 st September 2026 | Staffing Committee Meeting |

5 th October 2026	Full Council Meeting
2 nd November 2026	Full Council Meeting
7 th December 2026	Full Council Meeting
11 th January 2027	Full Council Meeting
1 st February 2027	Full Council Meeting
1 st March 2027	Full Council Meeting
5 th April 2027	Full Council Meeting
26 th April 2027	Annual Parish Meeting
10 th May 2027	Full Council Meeting

Cllr. Nash would confirm her availability to the Clerk for the Staffing Committee Meeting on 15 June 2026.

26300 Review the document; Portreath Parish Council - Business Cessation Plan

Councillors reviewed the document and unanimously **RESOLVED** to make the changes recommended by the Clerk.

26301 To note the decisions made under the scheme of emergency delegation during the year 25/26

None

26302 Planning

a. To give consideration as consultees to:

- I. [PA26/02283 | Certificate of lawfulness for Existing use to establish that the proposed works relating to application PA22/10959 Two new dwellings replacing three dwellings \(Amended Design\) have been carried out by the complete demolition of the three existing dwellings and the installation of below ground foul drainage to the rear of the property | Seasands And Sperenza Battery Hill Portreath TR16 4NW](#) Following discussion members of Portreath Parish Council unanimously **RESOLVED** to support this proposal.
- II. [PA26/02282 | Proposed development comprising the conversion of the existing loft space to create additional habitable accommodation with front & rear dormers & inset balcony. Demolition & replacement of the existing single-storey rear extension & associated internal & external refurbishment works. | True North Green Lane Portreath Redruth Cornwall TR16 4NX](#) Councillors considered the application and the applicant who was present at the meeting answered questions. Following the discussion members of Portreath Parish Council unanimously **RESOLVED** to support this proposal subject to obscured glazing being used in the windows of both rooms in the proposed south facing dormer.

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

None

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

The meeting noted that planning application [PA25/08752](#) had been approved and [PA25/01250/PREAPP](#) had been closed with advice given.

26303 To NOTE that the Council previously resolved (Minute 31, 2025) that it met the eligibility criteria set out in Article 2(2) of the *Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012* and adopted the General Power of Competence under sections 1–8 of the *Localism Act 2011*.

The meeting noted that the Council previously resolved (Minute 31, 2025) that it met the eligibility criteria set out in Article 2(2) of the *Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012* and

adopted the General Power of Competence under sections 1–8 of the *Localism Act 2011*. The Clerk gave members examples of what meeting the eligibility criteria meant for the Council.

26304 To reaffirm Portreath Parish Council’s commitment to the Civility & Respect Pledge made at the meeting held on the 5th September 2022, authorise any action and consider associated expenditure

Councillors unanimously **RESOLVED** to reaffirm Portreath Parish Councils commitment to the Civility and Respect Pledge made at the meeting held on the 5th September 2022.

26305 To reaffirm councillors’ commitment to the Statement of Assurance in conjunction with the Civility & Respect Pledge made by the council

Councillors unanimously **RESOLVED** to reaffirm Portreath Parish Councils commitment to the Statement of Assurance in conjunction with the Civility and Respect Pledge made at the meeting held on the 12th May 2025.

26306 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 30th April 2026 the balance of the current account stood at £63036.73 and the balance of the Savings Account stood at £107,228.92. The bank statements for the month of April 2026 were signed by the Chairman.

ii. To approve the bank reconciliation for the month of April 2026

The Clerk presented the Bank reconciliation for the month of April 2026 to the meeting. This was approved by councillors and signed by the Chairman.

iii. To receive the Payment Schedule for the period 1st April– 30th April 2026 and authorise payment of invoices received, and payments scheduled for 1st May – 31st May 2026

Outlining the payment schedule the Clerk detailed payments made totalling £5557.55 for the period 1st April 2026 – 30th April 2026 and payments totalling £15370.00 due for payment in the period 1st May 2026 – 31st May 2026. Cllr. Stewart proposed that the clerk line up payments as listed in the schedule. This was seconded by Cllr. Cafe, put to the meeting and carried unanimously.

iv. To note any income received

The meeting noted income totalling £60,074.03, made up of:

- 3063.52 VAT refund
- £57,000.00 1st instalment of the precept; 1st instalment of the
- £10.51 Donations toward the running of the public toilets

The Clerk advised the office would make new signs for the public toilets doors to include a QR code enabling donations.

It was agreed that the Clerk would transfer £30,000.00 from the current account to the savings account.

v. To note and approve the regular direct debit payments from the current account

The meeting noted and **APPROVED** the regular direct debit payments from the current account

To	Frequency	Particulars	Amount
ICO	Annually	Annual Registration - Data Controller	£48.00
Octopus	Monthly	Monthly Electricity for Public Toilets	Variable
South West Water Business	Quarterly	Quarterly water bill	Variable
NEST	Monthly	Pension Contribution’s for staff	Variable

Unity Trust	Monthly	Settlement of expenditure & monthly fees on the Unity Accounts	Variable
Lloyds Bank	Monthly	Multipay Card	Variable
Vodafone	Monthly	Mobile Phone contract sim	Variable
BT	Monthly	Broadband Connection	29.20 + VAT

vi. To approve the use of BACS and CHAPS payments

Councillors unanimously **RESOLVED** to approve the use of BACS and CHAPS payments to maintain smooth running of the councils' finances.

vii. Review of fees and charges

Councillors reviewed the fees and charges the council is committed to for the year 26/27.

To	Frequency	Particulars	Amount
ICO	Annually	Annual Registration fee to ICO – Data Controller	£40.00
Unity Trust Bank	Monthly	Account Fees	£7.00
Octopus	Monthly – Direct Debit	Standing Charge	69.68p/day
Octopus	Monthly – Direct Debit	Unit Price/ KWH	29.02p/kWh
South West Water	Quarterly - Direct Debit	Water / Cubic Meter	£2.8392
South West Water	Quarterly - Direct Debit	Sewerage/ Cubic Meter	£4.8473
South West Water	Quarterly - Direct Debit	Standing charge (per year) Water	£97.81
South West Water	Quarterly - Direct Debit	Standing charge (per year) Sewerage	£94.91
Vision ICT	Annually	Website Hosting (PC website)	£175.00
	Annually	Website Hosting (NDP website)	£175.00
	Annually	SSL Certificate	£50.00
	Annually	Data Back up	£120.00
	Biannually	.gov domain fee	£60.00
	Annually	Email box accounts (x10 @ £20 per account)	£220.00
Barbara Gouras	Annually	Internal Audit	£180.00
BDO LLP	Annually	AGAR	£300.00
D Green	Annually	Payroll Support	£150.00
Lloyds Bank	Monthly	Multipay card fees	£3.00
Microsoft	Annually	365 and onedrive subscription	£104.99

b. Clerks Report

The meeting noted the Clerks Report. [Clerks Report May 2026](#)

i. General Update

The Clerk informed the meeting of a request from the Public Transport Infrastructure Asset and Systems Manager to place a Realtime Passenger Information (RTPI) digital bus timetable screen on the parish office. The Clerk would investigate who would be responsible for maintenance going forward.

The Clerk suggested that CC Crawford might like to fund the fitting of the relevant electrics to enable this to come to fruition.

The Clerk asked Councillors to authorise delegated authority in conjunction with councillors to progress this to enable the council not to miss the opportunity of the installation of a at the parish office. Councillors unanimously **RESOLVED** to give the Clerk delegated authority to take this matter forward.

The office would investigate whether a replacement dog waste bin would be provided by Cornwall Council following the installation of a new lamp post and subsequent removal of the existing bin.

SLA with Parking enforcement

A discussion took place and it was agreed to ask Cllr. Crawford to investigate further.

The Clerk informed the meeting that they were currently working beyond capacity to ensure a fully legal annual meeting and to comply with the requests of the auditors and that this is taking priority over all other work at present. The Clerk suggested that by the June meeting they hope to be back to normal capacity and asked for patience at this time.

The Clerk advised that the Wave Project have asked Portreath Parish Council to become a donation station following the successful event held in April at the Community Hub. Another event would be held later in the year.

ii. To consider joining the Keep Britain Tidy Spring anti dog fouling campaign at a cost of £150 +VAT, authorise any action and consider associated expenditure

Members of Portreath Parish Council **RESOLVED** with one abstention to join the Keep Britain Tidy Spring anti dog fouling campaign.

c. Update from the Youth and Community Engagement Working Group

The Clerk informed the meeting that the weekly coffee mornings continues to be well supported.

The Clerk updated the meeting with the brief plan for youth engagement for the coming months:

- Continue with Chips & Chill (fortnightly)
- Carry out outreach sessions in May half term and throughout July & August
- Host 3 pop up activities during the school holidays
- Work with local businesses to provide opportunities for young people
- Sector Inspector has applied for funding from the proceeds of crime fund to support the outreach sessions.
- The working group will look for opportunities to secure funding to develop the youth provision

d. Update from the WAAF Site Working Group, authorise any action and consider associated

The Clerk informed the meeting that they have not had the opportunity to chase the contractor this month, but would do so as soon as they have capacity to do so.

26307 To review the co-option policy, authorise any action and consider associated expenditure

Councillors reviewed the document and unanimously **RESOLVED** to make the changes recommended by the Clerk.

26308 To Review the Safeguarding Policy, authorise any action and consider associated expenditure

Councillors reviewed the document and unanimously **RESOLVED** to make the changes recommended by the Clerk.

26309 To consider a response to the Cornwall Council Consultation on the draft Cornwall Seascape Character Appraisal, authorise any action and consider associated

The correspondence was noted.

26310 To receive various items of correspondence, authorise any action and consider associated expenditure

a. Correspondence circulated by email

None.

b. General correspondence

- Love Portreath CAN in Copy to MP's Letter
The correspondence was noted.
- Public Access to the Little Beach & restricted front access to Chynance houses
Passed to CC Crawford and noted.
- Portreath Flood Resilience Action Group – Response to the request for information regarding the numbers of Portreath Parishioner who had signed the petition.
The meeting noted that the group had not provided the information requested.
The meeting noted that the Clerk had responded to the request contained within the correspondence.
- Cornwall Wildlife Trust, in response to CC potential return to the use of glyphosate.
Noted.

c. Correspondence received since the preparation of this agenda

Public Transport Infrastructure Asset and Systems Manager Request to site a Realtime Passenger Information (RTPI) digital bus timetable screen on the parish office.

26311 To give consideration to any applications received for grants/donations

None.

Councillors unanimously **RESOLVED** to award £50 to Portreath Preschool in recognition of their help at the Annual Council Meeting on 13 April 2026.

26312 To agree the date of the next meeting, Monday 1st June 2026, 6:30pm

Councillors agreed that the date of the next meeting be Monday 1st June 2026 at 6.30pm.

26313 Close of Meeting

The Chairman thanked everyone for their attendance and closed the meeting at 20.13.

Date: 11th May 2026

Name: Cllr. I. Stewart

Signed: