

# Clerks Report 2<sup>nd</sup> December 2024

## Meetings

- 13/01/24 Full Council Meeting **3 Hours**
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## Points of Interest

- Parish Office Project Work
  - W/C 12/01/25 **6 Hours**
  - W/C 19/01/25 **6 hours**
  - W/C 27/01/25 up to 28/01/25 **6 Hours**
- 20/01/25 Submitted VAT Claim for 01/10/24-30/11/24 Received 23/01/2025 **£9451.13**
- 27/01/25 CCTV Policy Research **3 Hours**
- 28/01/25 Key Holder Policy Research **2 Hours**

## Elections/ Casual Vacancy

Due to the timing of the up coming elections it would not be a good use of anyone's time to pursue filling the current casual vacancy. Effort should be directed to advertising the upcoming elections. Whilst a contested election does have an impact on our finances it would be great to see one this year. It would be useful to know how many councillors intend to stand in the next election. CALC have published a **Guide to Town and Parish Council elections in Cornwall: May 2025**, which will be circulated separately.

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## Staffing Committee Update

### Staff Training

Clerk

- 16/01/25 Procurement **2 Hours**

Assistant to the Clerk

- 14/01/2025 Website Maintenance Training **3 Hours**

A staffing committee working group meeting needs to be arranged to cover staffing matters and ascertain need for any further staffing committee meetings in the coming months.

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## Agenda Items

**Clerks Report**, authorise any action and consider associated expenditure

- General report**

## **Clerks Report 2<sup>nd</sup> December 2024**

**Ref minute no: 24263** A member of the public requested the parish council help in reinstating the Plastic Free status of Portreath held prior to the pandemic. The parishioner requested a resolution of the council supporting the effort. Councillors concurred that they would consider this at a future meeting.

I am mindful that this has not been followed up. A meeting needs to be established with this group prior to being included on the agenda.

Suggested dates:

- Monday 10<sup>th</sup> Feb 11am
- Wednesday 12<sup>th</sup> Feb 10am
- Thursday 13<sup>th</sup> Feb 2pm

**WAAF Site Working Group**, authorise any action and consider associated expenditure

i) **General Update**

ii) **To consider and approve a procedure for allocating places on the working group**

It is my recommendation:

- That priority for membership of the working group goes to parishioners.
- Where there is more than one interested person per household that only one is considered for membership of the group
- The remaining interested in volunteering to join the group are selected by means of a random draw.

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## **Planning Report**

**Applications for consideration:**

[PA24/00006/NDP | Redruth Neighbourhood Development Plan | Redruth Cornwall](#)

Please see attached Report and Recommendation.

**5 Day Notices:**

[PA24/07924 | Retrospective application on a timber structure used as an Annexe. | 2 Rookery Cottages Mile Hill Porthtowan Truro Cornwall TR4 8TY](#)

Members agreed with the recommendation of the planning officer.

**Approved:**

[PA24/09262 | Non material amendment in relation to Decision Notice PA23/07570 dated 29/11/23 | Upcycle Kernow CIC Unit 1 Palm Oasis Jacquemand Industrial Estate New Portreath Road Redruth Cornwall TR16 4FX](#)

[PA24/08497 | Proposed single storey rear extension and internal alterations | 3 Belerion Road Portreath Redruth Cornwall TR16 4PA](#)

[PA24/08037 | Moving and replacement of external staircase. Enlargement of a window opening to form a repositioned door. | Sandpiper Greenfield Terrace Portreath Redruth Cornwall TR16 4LY](#)

**Refused:**

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Closed Advice Given:

[PA25/00247 | The Electronic Communications Code \(Conditions and restrictions\) Regulations 2003 \(as amended\) Regulation 5 Notice of Intention to Install Fixed Line Broadband Apparatus | Street Record Railway Terrace Portreath Cornwall](#)

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## Donation Request

(confidential personal data redacted)

None

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## Correspondence

(confidential personal data redacted)

- **Marazion Town Council** (received 10/12/24 discussion deferred from meeting 13/01/25)

*Dear Town Clerk*

*I hope this email finds you well.*

*Please find attached a letter from the Mayor of Marazion, John Nicholas, regarding the council's motion of no confidence in Cornwall Council's planning and enforcement department.*

*We hope you will circulate this to members, consider debating and voting on this at your full council, and, by the end of February 2025, join us in urging change so that town and parish councils are listened to when applications are considered and robust action is taken by Cornwall when planning conditions are breached or ignored.*

*Please feel free to drop me or the Town Clerk of Marazion an email or a call if you require more information.*

*With best wishes and a happy Christmas*

### Attachment Circulated separately.

- **Numerous requests to attend the WAAF Site working group meeting. All responded to with the following:**

*Thank you for your interest in attending the first WAAF Site working group meeting. This will be held at the Portreath Parish Community Hub, Sea Front, Portreath, TR16 4NN on Saturday 15<sup>th</sup> February at 9:30am.*

*The purpose of the working group is to consider all options for the future of the WAAF Site, prepare a business case for each of the options and consult with parishioners on the Future of the WAAF Site.*

*For the avoidance of doubt, the working group will have no delegated authority, and all decisions on the future of the WAAF site will be made by the full council.*

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*The first meeting will see membership of the working group will be confirmed along with, ensuring all options for the WAAF Site are covered and establishing a timeline for examining each option, and dates for future meetings. A full agenda will be issued prior the meeting.*

*At the full council meeting held on the 13<sup>th</sup> January the following councillors were appointed to be part of the working group:*

*Cllr Mark Hitchen – Chairman*

*Cllr Ian Stewart*

*Cllr Simon Goodwin*

*Cllr Shirley Nash*

*Cllr Ann Jarman*

*Please see below links to documentation relevant to the WAAF Site Working group.*

[WAAF SITE Working Group Term of Reference \(TOR\)](#)

[PPC Code of Conduct](#)

[Civility and Respect Pledge](#)

*Please note that attendance at the first meeting of the working group, will not automatically mean that you will be appointed to join the working group. In the case where there are more volunteers than spaces on the working group parishioners will be given priority for membership. Should there still be more interest than places the Chairman of the working group will fairly allocate the places. Volunteers who are still interested but not appointed to the working group will still be able to have input to the working group.*

*Should interest in attending this meeting surpass the capacity of the Community HUB an alternate venue (and possible date) will be arranged, and you will be informed in due course.*

*Kind regards*

*Cllr Mark Hitchen*

*Chairman of the WAAF Site Working Group*

- **Safety of Lithium-ion Batteries Campaign (Received 29/01/2025)**

Dear Local Council

### **Safety of Lithium-ion Batteries Campaign**

You may recall that I wrote to you in June last year to inform you of this campaign. So let me reintroduce myself. I am the assistant to Lord Foster (hence my email address) and the Parliamentary Advisor to the charity Electrical Safety First (ESF).

ESF and Lord Foster launched this campaign in June last year to ensure the safety of Lithium-ion batteries. The attached transcript of a webinar held by ESF on 30th December outlines the issues and the campaign, which is designed to save lives and cut down on fires and save damage to property. There are four issues

That e bikes and e scooters and the Lithium-ion batteries used to propel them are subject to independent testing before being marketed. Currently this is not the case.

- That regulation are made to ensure the safe disposal of the batteries. Currently this is not the case resulting in fires in bin lorries and waste disposal sites.
- That charging kits and conversion kits used on the bikes are also safe. Currently regulations do not cover this.
- That online marketplaces through which many goods are sold nowadays are subject to the

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same safety regulations as high street shops. Currently this is not the case.

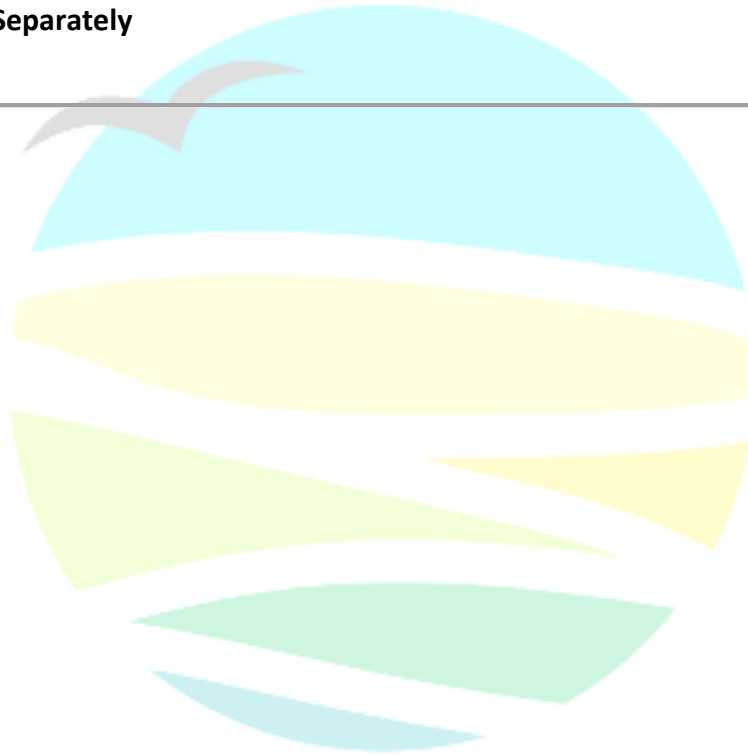
This campaign has the support of a large number of organisations (see attached) including the NALC and the SLCC as well as 500 individual local Councils, and we are already discussing this with Ministers – who are not unfriendly. We feel, therefore, that the support of local councils will keep the momentum going and hope you will be able to back this campaign.

I look forward to hearing from you,

All the best

**Attachment Circulated Separately**

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**PORTREATH**  
**PARISH COUNCIL**