

Clerks Report 3rd March 2025

Meetings

- 24/02/25 SLCC Smaller Council Clerks Meeting **2 Hours**
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Points of Interest

- 28/01/25 Key Holder Policy Research **2 Hours**
- 10/02/25 VAT Reclaim Submitted £1763.81 **received 13/02/25**
- 10/02/25 Re register OF Defibrillator to Parish Council **3 Hours**
- 27/02/25 Coffee Morning restarted

Elections

1st May 2025. All seats will be available, therefore all standing councillors who wish to stand again must complete an application and deliver it Cornwall Council

We currently have at least one vacant seat, so it is important to encourage this to be filled. Democratically it is preferable for there to be a contested election however there is a cost implication with this, but we should not allow that to discourage our efforts to fill all the seats.

With the return of Coffee Morning, it would be a good opportunity for some community engagement on the matter and therefore I recommend that for the 6th & 13th of March councillors make themselves available between 10 & 12 to meet any interested persons. This will be advertised in due course.

The Annual Parish Meeting will also be held on the 13th March, this will also be another opportunity to engage with potential candidates.

Pre-Election Period

14th March – 1st May. The pre-election period previously known as Purdah. This period restricts the activities of the council. See link below to the LGA guidance. There is further guidance available from CALC which I will forward in due course.

[LGA - Pre Election Period](#)

Annual Parsh Meeting of Electors

*The parish meeting of a parish shall assemble annually on some day between 1st March and 1st June, both inclusive in every year. **Local Government Act 1972, Sch 12, para 14 (1)***

Due to the pre-election period (14th March – 1st May) the APM will be held on Thursday 13th March. Portreath Sur Life Saving Club have kindly offered their facilities for the meeting free of charge. I have asked if they wish to open the bar to generate some income for them, but as always request that councillors make some cakes that we can offer on the evening.

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CLUP – Parish Office Project

See below breakdown of the CLUP grant. It has now been confirmed that we will receive the full £200000.00 towards the project. This breakdown highlights the amount of match funding the council has contributed to the project. We now await the final £50,000.00 Payment.

Organisation Name	Portreath Parish Council
Reference Number:	CAP12 - 003
Project Name:	Construction of Parish Office and Community Hub
CAP Area	North Kerrier and East Penwith CAP
Brief Description	To demolish a redundant toilet block & re-build a multi-functional, accessible building for Parish and community use, whilst also widening footpath for the public.
Total Eligible Expenditure	£205,356.92
Grant awarded	£200,000.00
Public Match Funding	£5,356.92
Intervention Rate	97.39%
Approval Date (Project Start date)	05/12/2023
Final Claim submission deadline	31/01/2025

Staffing Committee Update

Staff Training

Clerk

- 05/02/25 Prevention of sexual harassment in the workplace **2 Hours**
- 06/02/25 Election Refresher Training **2 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.

Agenda Items

Clerks Report, authorise any action and consider associated expenditure

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Planning Report

Applications for consideration:

- [PA25/00803 | Construction of single storey double garage \(resubmission of lapsed approval PA21/00209\) | Moss Rowes Nancekuke Redruth Cornwall TR16 5UN](#)
- [PA24/09471 | Residential development of the site, comprising 7no. residential units and associated landscape, parking and access improvement works | Land At Colletts Court Feadon Lane Portreath TR16 4PE](#)
- [PA25/01320 | 'One replacement dwelling and one new dwelling' without compliance with Condition 2 of decision notice PA17/04195 dated 14/08/2017. | Former Capery Corner Lighthouse Hill Portreath Redruth Cornwall TR16 4LJ](#)

5 Day Notices:

Members agreed with the recommendation of the planning officer.

Approved:

[PA24/09639 | Certificate of lawful development for an existing use namely use of land for the sitting of a residential mobile home and associated amenity area. | The Caravan Lower Manor Farm Nancekuke Redruth Cornwall TR16 5UJ](#)

Refused:

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

Closed Advice Given:

[PA24/00299/PRE | Closed - advice given | Request for a Tree Preservation Order to protect naturally seeded trees which are established and untouched. WAAF Site Cambrose Redruth Cornwall TR16 4HT](#)

[PA24/00399/PRE | DECISION Closed - advice given Request for new Tree Preservation Order to protect a number of trees including - Hawthorn, Apple, Sycamore, Cherry, Blackthorn, Elm and Holly | WAAF Site Cambrose Redruth Cornwall TR16 4HT](#)

Donation Request

(confidential personal data redacted)

None

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Correspondence

(confidential personal data redacted)

- Dear Sir or Madam,

On behalf of the Ukrainian community in Cornwall (around 800 families) and the Ukrainian-Cornish social club Sunflowers & Choughs, I kindly request that the Ukrainian flag be raised in recognition of three years of Russia's full-scale war against Ukraine. This symbolic gesture would mean a great deal to the Ukrainians here and serve as a powerful show of solidarity.

If this is possible, we would be grateful if you could share a photo of the flag-raising afterward.

I hope you will be able to consider this request at the next local council meeting.

Best regards,

The Sunflowers and Choughs Club

- Redruth Town Council, double council tax for second homes – See Attached **Received: 10/02/25**

Advice from CALC regarding this correspondence:

'CALC have spoken to Cornwall Council, who are aware of the letter from Redruth Town Council. Cornwall Council will be issuing a briefing note to all Town and Parish Councils on matters surrounding the collection and distribution of the monies raised from second homes. CALC suggest that you should wait for the Cornwall Council briefing before deciding whether to place on an agenda. Please also remember that the pre-election period rules apply 14th March - 1st May.'

PORTREATH
PARISH COUNCIL