

Clerks Report 7th April 2025

Meetings

-	20/03/25	Additional Planning Meeting	30 Minutes
-	20/03/25	Facilities Working Group Meeting	1 Hour
-	24/03/25	Local Clerks Network Meeting	1 Hour
-	27/03/25	Emergency Plan Group Meeting	1 Hour

Points of Interest

•	06/03/25	CLUP Work	1.5 Hours
•	10/03/25	CLUP Work	1.5 Hours
•	10/03/25	Internal Audit Preparation	1.5 Hours
•	17/03/25	Internal Audit Preparation	3 Hours
•	19/03/25	CLUP Work	2 Hours
•	26/03/25	CLUP Final Report	4 Hours
•	27/03/25	CLUP Final Report	4 Hours

Elections

By the time we meet we will know the candidates for the election and if the election will be contested.

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](#)

Updated interest rate from Unity Trust bank:

Account type	Existing rate Gross rate*/AER**	New rate from 06.05.25 Gross rate*/AER**
Instant access		
All balances	2.50% / 2.52%	2.25% / 2.27%

Staffing Committee Update

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

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Facilities Working Group Update

The working group met for the first time on Thursday 20th March. See Attached Meeting Notes.

Agenda Items

9. To receive the following reports, authorise any action and consider associated expenditure
- C) Clerks Report, authorise any action and consider associated expenditure
- ii) To approve the use of an online donations platform for the council to generate donations for their services, authorise any action and consider associated expenditure

See separate report

12. To Adopt the updated Financial Regulations based on the NALC model document, authorise any action and consider associated expenditure

See attached draft document. This is based on the most recent NALC model document which reflects the recent changes with procurement.

17. To consider and approve the draft licence agreement produced by the council's legal advisor with reference to formalising use of council land to access and an adjoining business, authorise any action and consider associated expenditure

[REDACTED]

18. To approve the instruction of a contractor to collect the waste and recycling from the Parish Office and Community Hub, authorise any action and consider associated expenditure

[REDACTED]

Planning Report

Applications for consideration:

None

5 Day Notices:

Approved:

PA24/08658 | Replacement of existing front conservatory and internal alterations at first floor level to the Basset Arms to allow for bed and breakfast accommodation; and the siting of two holiday pods, with associated works, for use for up to 2 holiday rentals. | The Basset Arms Tregea Terrace Portreath Redruth Cornwall TR16 4NG

Refused:

None

Closed Advice Given:

None

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Donation Request

(confidential personal data redacted)

None

Correspondence (confidential personal data redacted)

Received 13th March 2025

FAO Parish Councilors,

Please see below my email to the environment agency following the open session they held in your offices earlier this week regarding the newest flood mitigation proposal.

I'm keen to understand the Parish council's position on the proposed course of action as well as confirm if the council has been made aware of unintended outcomes (i'm specifically referring to risk to resident/ visitor health & safety as well as consequential business/ revenues risk) and whether you have accepted those formally. If you have accepted these risks, please could you provide your accepted risk thresholds and how you intend to communicate those to residents.

If you do not support the proposal and have not accepted the risk of unintended outcomes, please could you advise how you intend to move forward? It appears that the project team have already moved out of "discovery" and are conducting work in the "design" phase which is extremely concerning given lack of community engagement, specifically with those directly impacted.

Many thanks,

From:

Sent: 13 March 2025 07:24

To: steve.nicholls@environment-agency.gov.uk <steve.nicholls@environment-agency.gov.uk>

Cc: info@podcafeportreath.co.uk <info@podcafeportreath.co.uk>

Subject: Portreath flood proposal - follow up

Hi Steve,

Thank you for your time earlier this week, I was grateful for the initial overview of the current proposal by the environment agency to counter potential flood risk to Portreath village. During our conversation there were a number of things you were unsure of and agreed to follow up on, they're listed below for ease:

1. You mentioned there were three proposed courses of action for mitigating flood. Please could you provide documentation on all three, i'm specifically interested:

- estimated cost*
- reasons for and against*
- intended outcomes*

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- certainty calculations on outcomes
- logic behind the certainty calculation
- other outcomes, intended or unintended
- evidence that appropriate engagement with affected parties was conducted during "discovery"

2. You mentioned that the "river" COA has been selected as the option for onward design work and subsequent submission for planning approvals and final funding. Can you provide documentation around how that decision was made as well as who comprised the decision making forum.

3. Could you confirm if the Portreath Improvements Committee/ town council were engaged in the discovery process, as well as the decision making forum regarding the preferred course of action as well as if they support the proposal.

4. Could you confirm if the department for waste mgmt within the Environment Agency has been consulted around unintended, but likely outcomes, that may be detrimental to residents and visitors to Portreath. I'm specifically referring to the likelihood of raw sewage being transported via the river directly on to Portreath beach.

- Where you have certainty calculations around achieving your intended outcome of flood risk mitigation, what calculations around other risks have you made and where are they recorded for audit and compliance purposes?
- Have the town council, department for Health & Safety and the Environment Agency (waste mgmt dep) all been made aware of the risks to residents and visitors and have they put on record that these, along with calculations of likelihood and impact (business related (i.e. reduced revenues) and healthy & safety (children playing in the mouth of the river on the beach who digest raw sewage)) are acceptable risks?

5. Could you explain why the project appears to be moving through to the "design" phase of the lifecycle when "discovery" has not been executed fully? Please provide access to the stakeholder engagement and communications plan, including, persona analysis, as well as direct stakeholder analysis around impacted parties and how they have already been engaged and how you intend to engage going forward. I have cc'd the owner of 2 x businesses in Portreath (The Bassett and Pod Cafe) who I understand has not been directly engaged as yet and was only made aware of the proposal on Monday when I spoke with her, after I had spoken with you.

6. Please could you forward through the full business case for the project, including outcome measures and how you intend to measure success as well as failure. If not included in the BC, please also forward through the thresholds of accepted risk and who is responsible for owning that risk. This should include health and safety risks as well as business related risk. Please provide an overview of how impact to the residents will be managed through project delivery. I'm specifically referring to residents on Tregaea Terrace. With work on site until 2029, what is the likely impact in practical terms (lost revenues for holiday let owners, owners being unable to access property, unintended damage to property and possessions and so on). Please also identify the project delivery director/ manager and the project sponsor.

7. The river and the land to both sides of it is now privately owned, please confirm that the new owner has agreed to the proposal.

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8. Please send through your current departmental strategy for flood risk mitigation, including any guiding principles and how they align with Cornwall Council's goals as well as the Environment Agency's Waste Mgmt Dept's strategy & goals, and South West Water's strategy and goals. Are there any direct conflicts and how are they being mitigated?

9. Please identify next steps in the project plan, specifically timeframes and involved parties for large milestones such as planning submission, planning approval/ rejection dates and so on. Ideally access to the project plan would be great.

These are just preliminary questions, I will follow up with more detailed enquiries once I have received the documents and information requested above. I'm also comfortable to have onward conversations, I work full time and spend 3 days in the office in London, but can carve out some time in my diary if required.

In the interim thanks again for your time, I appreciate your assistance gathering the answers and documentation to the points above.

Many thanks,

- Received Via website correspondence: 24/03/25

Hello. I have sent two messages to you regarding a static mobile home recently sited on land on [REDACTED]. Why have I not received a reply? If this message fails to get a response from you I will have to visit Portreath Parish Council in person as several other householders are concerned about the said issue

Received Via Website Correspondence: 06/03/25

Hello, I live on [REDACTED], TR16 [REDACTED]. I've noticed a static mobile home has appeared on land next to [REDACTED]. As there have been no notices regarding planning permission that I have seen I wondered whether this has been sited legally.

Received Via Website correspondence 03/03/25

Hello. I live on [REDACTED] TR16 [REDACTED] and have noticed a static mobile home has been put on land on land next to [REDACTED]. I didn't see any council notices around so wondered if this has been illegally sited.

Please note the Clerk replied to these queries (to the email address supplied) on the 4th March & 24th March 2025 advising that any concern over a breach of planning regulations should be directed to Cornwall Council's planning department.

Received: 25/03/25

Hello,

My name is [REDACTED] and Im looking for some assistance with a Hit and run incident 15:30 on the 5th March. I had just visited Pod Cafe with my two young children.

Shortly after leaving the cafe around 15:50 we walked a few yards down the road to our car and as I was

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buckling my 18 month old son into his car seat, a large Blue pick up truck came past and collided with my door pushing it into my leg and back whilst denting and damaging the car. I asked Pod cafe for footage from their cctv cameras which was passed over to the police but I've been told it isn't helpful enough to identify vehicles. I was really hoping that you may help me with any cctv footage from their community hub if there were cameras there?

Sadly, the driver did not stop. I've reported this to the police but my car door may be damaged beyond repair.

Any information about the Blue pick up truck could help me to find the person who left us quite scared and confused, whilst fixing my car without cost to myself or my insurance premium.

We were parked on the roadside just down from the public toilets, facing Redruth, when the truck drove past us before hitting my car and then driving towards the hill out of Portreath. They drove away after colliding with my car and ignored me when I tried to wave them down to stop or come back.

I appreciate any assistance you may be able to provide me and thank you for your help today and going forward.

Warmest regards,

Clerks Response: 25/03/25

Good Morning [REDACTED]

Please see below link to our CCTV policy.

As per our policy we only retain images for a period of 18 days so therefore we do not have a record on this incident.

[Portreath Parish Council CCTV Policy](#)

PORTREATH
PARISH COUNCIL