

Clerks Report 12th May 2025

Meetings

- | | | | |
|---|----------|---|---------|
| - | 14/04/25 | Election Training Part 2 | 2 Hours |
| - | 16/04/25 | Meeting with PIC (Grant Application advice) | 1 Hour |
| - | 24/04/25 | Meeting with PIC (Community Event/Youth Engagement) | 1 Hour |
-

Points of Interest

- 06/03/25 CLUP Work 1.5 Hours

ICO Fee Increase:

<https://ico.org.uk/for-organisations/data-protection-fee/changes-to-the-data-protection-fee/>

TV Licence

Confirmation received on the 16th April that the council does not need a TV licence; Declaration reference: **4262352427**

Staffing Committee Update

- | | | | | |
|---|------------------------|----------|---------------------------------|-----------|
| - | CLERK | 14/04/25 | Election Training Part 2 | 1.5 Hours |
| - | Assistant to the Clerk | 01/05/25 | Statement of Assurance Briefing | 1 Hour |
| - | Clerk | 01/05/25 | Statement of Assurance Briefing | 1 Hour |
-

Facilities Working Group Update

Agenda Items

See below

Planning Report

Applications for consideration:

[PA25/01502 | Construction of extensions to the rear elevation, and installation of solar PV panels to the front-facing South West elevation | 21 Greenfield Terrace Portreath Redruth Cornwall TR16 4LY](#)

[PA25/02586 | Single storey side extension and rear link building, new window and roof to existing outrigger, minor alterations to external landscaping | 8 Bassett Terrace Penberthy Road Portreath Redruth Cornwall TR16 4LT](#)

Clerks Report 12th May 2025

Please note the following application is not within Portreath Parish but has been identified as potentially having impact on the flood risks to Portreath Stream.

Councillors are reminded that any comments made should be in relation to flood risk only due to the location of the proposal.

[PA25/02663 | Proposed change of use of land as extension to caravan site including installation of static caravans without compliance with condition 2 of decision PA21/10308 dated 21.04.2022 without compliance with condition 9 of decision notice PA24/04349 dated 02.09.2024. | Land Adjacent To River Barns Old Portreath Road Bridge Redruth Cornwall TR16 4QG](#)

Suggested response: (in line with that of any other application that may cause flood risk to the Portreath Stream)

Portreath Parish Council is concerned regarding the cumulative impact of this development on the Portreath Stream and how the sewage from the development will be managed. Councillors are concerned that the impact the runoff from the development could have on the Portreath Stream and ask that adequate flood attenuation measures are included in the design at this stage. Councillors request clarification of the arrangements for the management of the sewerage created by this development and ask that it is brought to your attention that the sewage treatment plant in Portreath struggles with current capacity.

5 Day Notices:

None

Appeals:

[PA24/05868 | Sub-division and extension of existing dwelling to provide an additional dwelling | 15 Glenfeadon Terrace Portreath Redruth Cornwall TR16 4JX](#)

Approved:

[PA25/00803 | Construction of single storey double garage \(resubmission of lapsed approval PA21/00209\) | Moss Rows Nancekuke Redruth Cornwall TR16 5UN](#)

[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](#)

Refused:

None

Closed Advice Given:

[PA25/02733 | Change of Use from Agriculture to Flexible Commercial Use - Prior Notification \(Building under 150M2\) | The Orchard Nancekuke Redruth Cornwall TR16 5UJ](#)

Clerks Report 12th May 2025

Donation Request

(confidential personal data redacted)

None

Correspondence (confidential personal data redacted)

Received 25/04/25

Hi Lucy,

Many thanks for your email, grateful you put forward my correspondence using the correct channels to the council.

I'm afraid however the response below has not satisfactorily answer a number of my requests for information and it also, necessarily, causes a number of follow on enquiries.

Please reply in your capacity as clerk to the following question:

- In the unanimous vote for the EA proposal please confirm if any members of the council recused themselves from the vote.
- Please provide evidence (names and addresses) of any recusals.
- Please provide names and full addresses of all parish councillors involved in the vote.

Broader questions which you may not be able to answer as clerk and may need to put to the councillors:

- Please provide evidence of "strong public feedback". Verbal recollection is not evidence enough, please provide evidence from data collection methods such as:
 - online surveys
 - door to door interviews. Where door to door interviews have occurred please provide evidence of a third party present.
 - opinion polls
- During local meetings where the topic has been discussed I note 10 members of the public were present. Portreath population is 1336. Presuming all 10 had a positive response that is 0.75% of the population and not evidence of "strong public opinion".
- Please provide evidence of broader push communication (providing passive information), dates and times of any notifications before major events such as the EA consultations in the village.
- Please provide evidence of proactive investigation by councillors on the project and potential unintended consequences as part of a standard due diligence process before any major works in a local area. Understanding potential risks to the local population (health & safety and financial), simply "being told" by the project team, would not provide exemption from accountability if further legal action were to take place.
- Please provide evidence of any strategic work done by the council to bring SWW to the project and align the strategies of the EA (flood prevention), EA (waste mgmt) and SWW (who the council has

Clerks Report 12th May 2025

lodged a vote of no confidence with) in order to achieve better outcomes for all villagers, not just those in the flood zone.

- *Please provide any evidence of any strategic work undertaken (lobbying, leveraging council powers (other than vote of no confidence)) to hold SWW accountable for the increasing untreated sewage discharge on Portreath beach. The latest evidence of untreated sewage discharge was over Easter weekend from both the east and west discharge points.*
- *Please provide the council's risk calculations and risk assessment for suggesting "the greatest risk lies in the project not proceeding".*
- *please also provide answers to the following sub questions:*
 - *Does this assume for example this specific project not proceeding rather than one of the EA's other courses of action (of which there are 2 on record) would still provide "the greatest risk". Or did they in fact mean a project, not specifically this project, to prevent flood alleviation not proceeding would provide the "greatest risk".*
 - *what is the risk calculation based on if you have not been made aware of other consequences? Presumably no risk assessments have been produced to cover those risks.*

Many thanks,

(Personal Contact Details Redacted)

Received 06/06/2025 (in reference to the above email)

Hi Lucy,

Please could you provide a response to my questions below in advance of the meeting scheduled 12 May?

I note it has been advertised with some advance warning which I'm grateful for, that said, I will be in London over that period for work.

We are however assembling a list of questions from Portreath residents who have not been contacted by the EA as part of project discovery and who are not set to directly benefit from the project, as they don't live in the flood zone. These residents have serious concerns about the impact of the project on the village as well as the non standard way in which the project has been conducted thus far. They will be forwarded to both you and the EA directly and there will be a number of residents at that meeting.

Many thanks,

(Personal Contact Details Redacted)

Annual Meeting Agenda Notes

13. To consider delegation arrangements to staffing Committee

Clerks Recommendation: **NO CHANGE**

The Staffing Committee shall have the following specific Staff Management responsibilities:

- a. to be responsible for staff recruitment;

Clerks Report 12th May 2025

- b. confirm individual Contracts of Employment and all terms and conditions;
- c. plan for regular objective review of the Clerk's performance by this committee and take necessary action thereon;
- d. decide upon annual salary awards;
- e. appoint a member of the committee to seek advice for the committee in the event of a dispute between the Council and the Clerk;
- f. consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action thereon;
- g. as and when required under the Council's Disciplinary and Grievance Procedures, appoint an Appeals Panel, whose members will not be members of the Staffing Committee, and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting;
- h. consider recommendations from the Appeal Panel and take necessary actions thereon.

14. To review the TOR for the staffing committee

Clerks Recommendation – **NO CHANGE**

15. Review of standing orders

Clerks Recommendation – **NO CHANGE**

16. Review of financial regulations

Clerks Recommendation – **Add review page**

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

Contractors:

M Southerden	Management of Public Toilets
Wallgate	Service Contract for hand wash units in toilets
Vodafone	Council Mobile Phone Monthly SIM only contract
BT	Broadband Supply
RelyOn Guarding & Security Service	Annual Alarm Monitoring & maintenance for Security & Fire Alarm
Relyon Guarding & Security Service	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
Lloydes Bank	Unity Trust Multi-Pay Card
Pod Café	Licence Agreement: access to parish council Land
DJM	Waste and Recycling Collection

Regular suppliers included:

Clerks Report 12th May 2025

Octopus

South West Water Business

NEST

Electricity; Toilets paid by Direct Debit

Water & Sewerage; Billed quarterly

Pensions; Monthly Direct Debit

18. Review of representation on or work with external bodies and arrangements for reporting back;

Body/Group/Organisation	Current Representation	Reporting Arrangements
North Kerrier & East Penwith Community Area Partnership	Cllr Stewart	Verbal report at meetings where required
Police Liaison		Written report and verbal report at meetings and in between where required
Mining Villages Regeneration Group	Cllr Stewart	Verbal report at meetings where required

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

See copy of the asset register

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

See attached Documents

21. Review of the Councils Risk Management policy and Register

See Attached Documents, Clerks recommendations:

Update Finance & Management page 3, add Chairmanship of working parties to be a councillor or council officer

Update Admin Cont. Page 8, to include community Hub as back up meeting venue

Update Assets & Property Page 12, Updates Notice boards to include council officers and councillors rather than just the Clerk

Update Assets & Property Page 13, Add section for parish office & community hub

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

Body/Group/Organisation	Membership Type	Annual Cost
Cornwall Association of Local Councils (CALC)	Council Membership	£562.13

Clerks Report 12th May 2025

National Association of Local Councils (NALC)	Council Membership	£102.42
Society of Local Council Clerks (SLCC)	Clerks Membership	£295.00
Mining Villages Regeneration Group	Council Membership	£100.00

23. Review of the Council's complaints procedure;

See Attached Documents, Clerks recommendations: Remove reference to correspondence received by fax, amend section 'complaints against an officer of the council' to reflect the staffing committee structure

24. 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*);

Clerks recommendation:

i) FOI – See Attached Document

- Add Review Page
- Format to bring in line with other council documentation
- Updated the council contact information
- Updated the cost of managing large requests in line with current legislation. (increase from £20 per hour to £25 per hour)

ii) Adopt the Data Protection Policy (attached)

iii) Document Retention Policy (attached)

25. Review of the Council's policy for dealing with the press/media;

i) Adopt Press & Media Policy

Clerk's recommendation: Adopt Press & Media Policy

26. Review of the Council's employment policies and procedures;

Clerks Recommendation: Staffing Committee to review the policies listed below:

- H&S Policy
- Dignity At Work Policy
- Disciplinary Policy
- Grievance Policy
- Training and Development Policy
- Equality & Diversity

Clerks Report 12th May 2025

27. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972.

Date	Amount	Particulars
24/05/2025	£100.00	Portreath School PTA
14/06/2025	£100.00	Portreath Preschool
14/06/2025	£50.00	Portreath School PTA
25/10/2025	£145.83	Royal British Legion
25/10/2025	£266.67	Royal British Legion
25/10/2025	£22.95	Royal British Legion
20/12/2025	£200.00	Illogan Sparnon Silver Band
Total	£885.45	

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

- | | |
|-----------------------------------|-------------------------------|
| - 12 th May 2025 | Annual Meeting of the Council |
| - 2 nd June 2025 | Full Council Meeting |
| - 16 th June 2025 | Staffing Committee Meeting |
| - 7 th July 2025 | Full Council Meeting |
| - 1 st September 2025 | Full Council Meeting |
| - 15 th September 2025 | Staffing Committee Meeting |
| - 6 th October 2025 | Full Council Meeting |
| - 3 rd November 2025 | Full Council Meeting |
| - 1 st December 2025 | Full Council Meeting |
| - 12 th January 2026 | Full Council Meeting |
| - 2 nd February 2026 | Full Council Meeting |
| - 2 nd March 2026 | Full Council Meeting |
| - 13 th April 2025 | Full Council Meeting |
| - 11 th May 2025 | Annual Council Meeting |

29. Review the document; Portreath Parish Council - Business Cessation Plan

Clerks recommendation:

- Pg .1 Added reference to parish office & community hub
- Pg 2. Brought scheme of delegation inline with the financial Regulations as adopted 07/04/2025.

Clerks Report 12th May 2025

- Pg 4. Measures added for the Parish Office & Community Hub
- Pg 5. Reference to specific contractors and contract removed.

30. To note the decisions made under the scheme of emergency delegation during the year 24/25

Date	Reference	Details
07/11/2024	PPC24-001	Approval of work by Cormac to improve access and maintain the coast to coast trail on the Duke of Leeds Land
01/05/25	PPC25-001	Approval of the amendments/improvements of the bus stop on the B3300 by Cormac

32. To note the report from the internal auditor, authorise any action and consider associated expenditure

See attached document

33. To Complete and approve the Annual Governance Statement for the year 2024/25

Please see practitioners guide for reference – attached

Clerks Recommended Response:

- 1 YES
- 2 YES
- 3 YES
- 4 YES
- 5 YES
- 6 YES
- 7 YES
- 8 YES
- 9 N/A

34. To Approve the Accounting Statements for the year 2024/25

Clerks Recommendation: ***Approval of the Accounting statement with no amendments required***

35. To confirm there is no conflicts of interest with BDO LLP and Portreath Parish Council

Clerks Recommendation: ***Sign to confirm there are no conflicts of interest with BDO LLP and Portreath Parish Council***

Clerks Report 12th May 2025

36. To RESOLVE that as the Council meets the conditions published in Article 2 paragraph 2 of the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (S12012/965) and adopts the General Power of Competence as provided in the Localism Act 2011 ss1-8. The declaration has effect until the Council's Annual Meeting 2026.

Clerks Recommendation: To RESOLVE that as the Council meets the conditions published in Article 2 paragraph 2 of the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (S12012/965) and adopts the General Power of Competence as provided in the Localism Act 2011 ss1-8. The declaration has effect until the Council's Annual Meeting 2026.

37. 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

See attached Documentation

38. To Resolve to approve the use of the Statement of Assurance in conjunction with the Civility & Respect Pledge made by the council, authorise any action and consider associated expenditure

- As part of the national Civility and Respect agenda, Cornwall has been selected to pilot a new Member Statement of Assurance.
- This statement invites Councillors to confirm that they have read and understood the Council's Code of Conduct and to personally commit to treating others with respect in the course of their duties.
- The purpose of the Statement of Assurance is to foster a positive Council culture and help reduce bullying, intimidation, and poor conduct.
- The Statement incorporates the Jo Cox Foundation's Civility Pledge, reinforcing values of integrity, compassion, and respectful behaviour.
- The Statement of Assurance is intended to set the tone for a respectful and professional Council environment. Signing the Statement demonstrates a Councillor's personal commitment to upholding the Council's Code of Conduct and expected standards of public office.

Clerks Report 12th May 2025

- While not signing the Statement carries no consequences, it may publicly suggest a reluctance to align with the principles of the Code. Refusal to sign might also become relevant if future conduct issues are raised with the Monitoring Officer.
- More positively, signing the Statement supports Councils in constructively addressing any instances where standards of behaviour fall short, providing a clear reference point for expected conduct.

Clerks Recommendation: The Council resolves to approve the use of the Statement of Assurance in conjunction with the Civility & Respect Pledge made by the council and strongly recommends that all councillors sign as a personal commitment to uphold the Council's Code of Conduct and to actively promote a culture of civility and respect in all Council matters.

42. To review the co option policy, authorise any action and consider associated expenditure

Clerks Recommendation: *No amendment necessary*

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

Clerks Recommendation: *Pg. 3: Add Safeguarding Office Hours – 0300 1234 131*

PORTREATH
PARISH COUNCIL