

Clerks Report 11th May 2026

Points of Interest

- A successful wetsuit swap event was held on the on the 25th April. It was a well-attended event, where lots of wetsuits were swapped and donated. The feedback from those who attended was great and a lot of people asked when we would host the next one!! We kitted out several families starting out on their journeys with surf Lifesaving and a few families of tourists, as well as lots of individuals. We had wetsuits in a whole range of sizes. We also served refreshments and that got people in and talking about the parish council the work of the wave project. We even had a visit from service users of the wave project which was great!
 - 29 wetsuits went to new homes
 - 22 wetsuits & 4 pairs of wetsuit boots were donated to the Wave Project
 - 5 wetsuits sent for recycling
 - £56. 81 cash donations were made to the wave project
 - Xxxx donations via QR code
 - 6 members of the public attended 'in passing 'and enjoyed the refreshments and community spirit
 - 3 very lovely homemade cakes were enjoyed
 - Councillors volunteered approximately 8 hours of their time to the eventFollowing the event we have been aske to be a full-time donation station. This will both help with building a stock of wetsuits for future swaps and enable us to continue to support the Wave project through the year.
- The Annual Parish Meeting was held on the 27th April with 18 people in attendance. The meeting heard an update form the parish council, for numerous community organisations and the neighbourhood policing team. Special thanks to Portreath Preschool who provided the refreshments.

Staffing Committee Update

A staffing committee meeting is due in June.

| | | | | |
|---|----------|-------|---|-----------|
| - | 21/04/26 | Clerk | 'Getting started with AI in your Council' | 1.5 Hours |
|---|----------|-------|---|-----------|

Facilities Working Group Update

The Environment Agency continue to have a regular booking in the community hub.

Youth Engagement Working Group Update

Chips & Chill, 4th April

Attendees:

Age range: 10 - 16

Chips & Chill 18th April

Attendees:

Age Range: 10 – 16

Chips & Chill, 2nd May

Attendees: 11

Age range: 10-16

Love Portreath Update

None at time of publication of report

Planning Report

Applications for consideration:

[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](#)

Clerks Report 11th May 2026

[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](#)

5 Day Notices:

Appeals:

Approved:

[PA25/08752 | Erection of conservatory to the NNE & WNW elevations of the property | Surf Cottage Sea Front Portreath Redruth Cornwall TR16 4NN](#)

Refused:

Closed Advice Given:

[PA25/01250/PREAPP | Professional pre application advice for works Portreath Stream, to reduce the risk of flooding and damage to properties within the floodplain | Portreath Incline Glenfeadon Terrace Portreath Cornwall TR16 4JX](#)

Other:

Donation Request

(confidential personal data redacted)

Correspondence

(confidential personal data redacted)

23/04/26 from Love Portreath CAN in copy to MP's listed below. Correspondence circulated separately.

- Luke Pollard MP for Plymouth Sutton and Devonport
- Anna Gerald MP for South East Cornwall
- Ben Maguire MP for North Cornwall
- Noah Law MP for St Austell & Newquay
- Jayne Kirkham MP for Truro and Falmouth
- Andrew George MP for St Ives
- Anna Gelerd MP for South East Cornwall

10/04/26 Resident: Public Access to the Little Beach & restricted front access to Chynance houses.

Dear Parish Council,

I am hoping that you would help please by raising the following issue with the relevant person/section of Cornwall Council.

In 2022, The Council undertook to reconsider the access restrictions that they had imposed to the Little Beach if circumstances changed.

Circumstances have changed significantly since then. However, the Council has failed to acknowledge any communications from me regarding this, for the last 3 years. They have not even acknowledged my request to know when maintenance occurs on the removable lockable bollards.

I have attached 4 photos to demonstrate the increasing problem of access to the front of the beachside properties in Chynance, Portreath.

Clerks Report 11th May 2026

The Waterfront pub is still not open but has installed a locked bollard in the gap from their ANPR controlled car park. This can be seen in the first photo. The new owners have also roped off the area at the back of the pub (a prescriptive pedestrian right of way). This can be seen in photo 2. There can now be no excuse for retaining the removable bollard between numbers 23 to 29 flats & number 24 Chynance. This bollard will be the first to be clogged up with blown sand.

The way through from the road, past the council 'removeable' bollards is almost permanently blocked by the same 2 cars seen in photo 3.

Sand was cleared about this time last year by my neighbour. However, it has built up to virtually the same level following storms Goretta & Ingrid. This can be seen in photos 2 & 4.

Access into the houses is now extremely difficult & the public using the beach & walking across are having to climb a sandbank as the pub has roped off the area beyond their building.

The beach front properties, despite a right of way (conceded by the council) cannot get reliable access for maintenance.

There have been great difficulties in planning any maintenance, (needed for safe access for all) & little point in complaining about the blocked access until the bollards were maintained

We need action from the Council to keep the kerb edge clear - either yellow lines or dropped kerb. They have refused to extend the 'Keep Clear' markings before.

Can you help with this please?



Received 21/04/26, Portreath Flood Resilience Action Group

Dear Lucy,

Thank you for your patience. I have been away over Easter and am now catching up with correspondence. Several members of our group have kindly taken the time to analyse the petition data, and the results are attached for your reference. Please note that these figures should be considered conservative, as many people may have signed while at work, on holiday, or using VPNs that mask their location. Please note that the number of signatures has since increased to 576.

From the data available, **nearly 300 signatures were from local residents.**

In addition, **66% of residents who completed the Environment Agency's own survey were either undecided or unsupportive of the scheme.** Taken together, these figures do not indicate widespread support. Instead, they suggest that a significant proportion of local residents have concerns about the suitability of the current proposal.

We would like to emphasise that whether signatories live strictly within the parish is not a relevant factor. Portreath's economy relies heavily on tourism, and the desirability of the village and beach affects every resident through house prices, local business viability, and the overall character of the community.

This scheme represents one of the most consequential decisions affecting Portreath in our lifetime. It has the potential to massively impact everyone's property value, local businesses, wildlife, and everyone's daily life for an

Clerks Report 11th May 2026

extended period. For that reason, we urge the Parish Council to apply full due diligence, to understand the scheme in detail, and to ensure that the Environment Agency is held to a high standard of accuracy and transparency.

We are not asking the Parish Council to support or reject the scheme at this stage. We are simply asking that the Parish Council remain neutral, represent the concerns of residents, and ensure that the Environment Agency's is open, accountable, and the proposals are evidence-based.

Before questioning the validity of the petition, it is reasonable to ask the Council to provide the evidence behind its own statement — recorded in the Parish Council Minutes dated 7th April 2025 — that the Parish Council Supported the scheme and “residents were predominantly in favour of the scheme.”

25077 To receive various items of correspondence, authorise any action and consider associated expenditure

a) **Correspondence circulated by email**

b) **General correspondence**

i. **Resident – Environment Agency Flood Alleviation Scheme for the Parish of Portreath**

The meeting noted the concerns and added that they supported what the EA were doing to mitigate the flood risk. The project is an EA project and therefore were not aware of any unintended outcomes. Members concurred the biggest unintended outcome would be doing nothing and the village flooding. **Members noted that the feedback from residents was predominantly in favour of the scheme.**

ii. **Resident – Planning Enforcement Query**

The meeting noted the request.

iii. **Member of the Public – Request for CCTV footage**

The meeting noted the request.

To understand this position, please could you confirm:

- What survey or data set was used
- How many residents expressed support
- How this information was collected and verified

Given the scale of the proposal, residents deserve clarity on how their views are being represented.

I look forward to your response.

Kind regards,

PFRAG Secretary

PPC response: (28/04/26)

Thank you to you and the group for your correspondence. I appreciate the time taken to analyse and share the petition data.

To respond to your request for clarification: at the time of the April 2025 meeting, councillors believed their statement regarding the feedback from parishioners to be correct. No data or documentation is held. As with most Parish Council matters, feedback is generally spoken to councillors first-hand.

Received 16/04/26: Cornwall Wildlife Trust

Dear Clerk / Chair / Councillor,

I am writing regarding Cornwall Council's recent notification to Town and Parish Councils about the reintroduction of glyphosate use for weed management on urban highways, and to let you know what action we are taking to support your position.

We are aware that this notification has been received at very short notice and that you are being asked to make decisions with significant environmental, financial and governance implications under tight timescales. Cornwall Wildlife Trust has significant concerns about the potential impact to wildlife, with mounting evidence that glyphosate use can be harmful, particularly to invertebrates and freshwater species. We believe that the current timeframe does not allow for meaningful exploration of alternative approaches, or time to examine the apparent contradiction between these proposals and Cornwall Council's stated commitments to environmental protection and nature recovery, as set out in the Cornwall & Isles of Scilly Nature Recovery Strategy.

Our CEO, Matt Walpole, has written formally to Cornwall Council requesting that:

- They delay the planned reintroduction of glyphosate use on urban highways.
- The opt-out decision deadlines are extended for all Town and Parish Councils, and a revised timetable for the process is confirmed.

Clerks Report 11th May 2026

- That the extended period is used to support constructive dialogue between Town and Parish Councils, local organisations, and communities on local circumstances, options, safeguards and alignment with wider Council commitments.

If you have not already done so, you may wish to consider:

- Formally requesting an extension directly, noting that the current deadline does not allow for proper consideration.
- Recording concerns clearly in minutes/records to ensure public opinion is captured.
- Flagging local sensitivities. E.g. Proximity to rivers, coast, nature sites, schools or play areas.
- Sharing concerns collectively. Many councils have already been granted short extensions, a consistent message from multiple parishes strengthens the case.
-

We believe that allowing more time will support better decision making and fewer problems later, whatever position individual councils ultimately take.

We have provided further information on our [website here](#), including a Glyphosate Myth Buster document produced by PAN UK, should this be helpful.

Sending on behalf of Cornwall Wildlife Trust,
Yours sincerely,

Brand and Communications Manager
Cornwall Wildlife Trust
07534 147092

Agenda Items

12. 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;
- 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.

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

Clerks Recommendation – **Improve Accessibility of Document** (added alt text where required)

14. Review of standing orders

Clerk's Recommendation

Amend SO 7a from:

A resolution shall not be reversed within six months except either by a special motion, which requires written

Clerks Report 11th May 2026

notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

To:

A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee or the Parish Clerk due to significant material new information.

Improve accessibility of the document.

- Add alt text to the images withing the document
- Amend hard to read text colour contrast issues.

15. Review of financial regulations

Clerks Recommendation – **Improve Accessibility of Document** (added alt text where required)

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

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 | Wate 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 |

Clerks Report 11th May 2026

17. 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 | 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 |

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

See copy of Asset Register

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

See attached Documents

20. Review of the Councils Risk Management policy and Register

Clerk's recommendation. To enable the document to be accessible separate the Risk Register from the Policy.

Make the following amends to the Risk register:

Finance and Management

3. reword from:

In absence of Clerk council may consider delegating powers to councillors. Councillors may also consider the use of a locum Clerk.

To

In absence of Clerk council may consider delegating powers to alternate staff members. Councillors may also consider the use of a locum Clerk.

Administration

1. Add 'Training provided for staff and councillors' to **Review Assess Revise section**

18. amend wording to reflect all employees not just the Clerk. And Volunteers and service users.

20. amend wording to reflect all employees not just the Clerk.

Assets and Property

3. Added weekly inspection by council staff

4. Added:

- Regular inspection carried out by council representatives
- Tree Inspections carried out every 3 years or as required following periods of poor weather

5. Added Regular inspection carried out by council representatives

Clerks Report 11th May 2026

21. 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 | £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 |

22. Review of the Council's complaints procedure;

Clerks Recommendation – Improve Accessibility of Document, Add alt text, headings and bullet points

23. 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

Clerks Recommendation – Improve Accessibility of Document, Add alt text, headings and bullet points

ii) Data Protection Policy

Clerks Recommendation – Improve Accessibility of Document, Add alt text, headings and bullet points

iii) Document Retention Policy

Clerks Recommendation – Improve Accessibility of Document, Add alt text, headings and bullet points

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

Clerks Recommendation – Improve Accessibility of Document, Add alt text, headings and bullet points

25. 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

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

| 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 | |

Clerks Report 11th May 2026

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

| | |
|---------------------------------|----------------------------|
| 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 |

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

Clerks Recommendation – Improve Accessibility of Document, Add alt text, headings and bullet points

29. To note the decisions made under the scheme of emergency delegation during the year 25/26 None

30. 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*.

To CONFIRM that the Council continues to meet the prescribed conditions, namely: that at least two thirds of Members elected to the Council hold office following being elected (or deemed elected), and that the Clerk holds a relevant qualification as defined in the Order.

32. 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

Civility & Respect Pledge

33. To reaffirm councillors' commitment to the Statement of Assurance in conjunction with the Civility & Respect Pledge made by the council

CODE OF CONDUCT

COUNCILLOR STATEMENT OF ASSURANCE

PORTREATH PARISH COUNCIL

I confirm that I have read the Council's Code of Conduct including the principles of public life and understand my obligations and behaviour expected of me whenever I am acting as a councillor.

In undertaking my duties as a councillor, I will

- Act with integrity and honesty
- Behave respectfully towards others including staff and those I disagree with
- Uphold the values of Portreath Parish Council identified in its Code of Conduct.
- Attend training required by the Council as part of my role as a councillor

Clerks Report 11th May 2026

34. To receive the following reports, authorise any action and consider associated expenditure

a) Finance

v) To note and approve 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

Clerk recommendation: to approve the use of BACS and CHAPS payments to maintain smooth running of the councils' finances.

vii) Review of fees and charges

| 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

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

[There's No Such Thing as the Dog Poo Fairy - Keep Britain Tidy](#)

Clerks Report 11th May 2026

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

Clerks Recommendation – Improve Accessibility of Document, Add alt text, headings and bullet points

37. To consider a response to the Cornwall Council Consultation on the draft Cornwall Seascape Character Appraisal

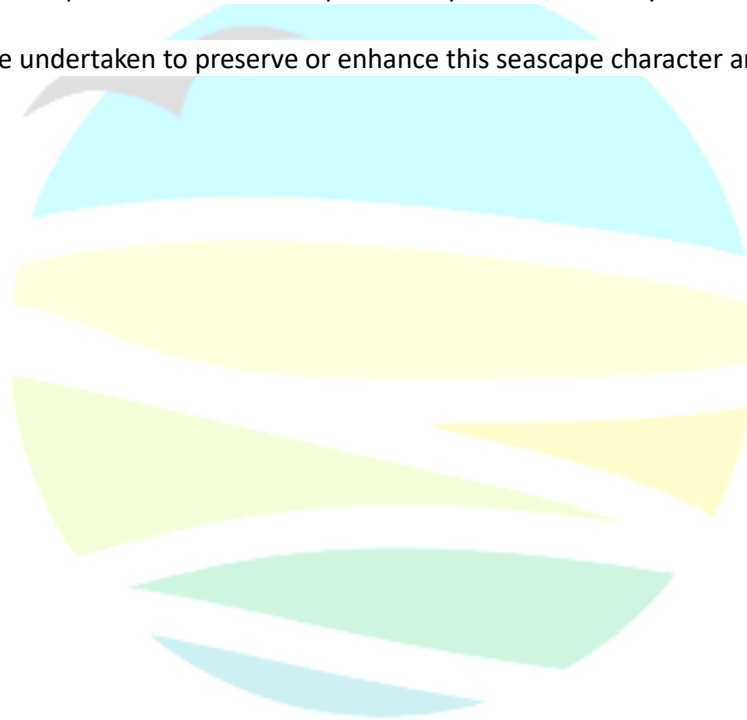
[Cornwall Seascape Character Appraisal | Let's Talk Cornwall](#)

Which areas would councillors like to comment on? For each of these areas respond to the following questions:

Q1. What features in this seascape character area are particularly valued, and why?

Q2. What actions should be undertaken to preserve or enhance this seascape character area?

Q3. Other comments:



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