

**Minutes for the FULL MEETING of PORTREATH PARISH COUNCIL  
Held on Monday 8<sup>th</sup> January 2024, at St. Mary's Church Hall, from 6:30pm**

Councillors: Mr. I. Stewart, Mrs. S. Nash, Mrs. V. Webb, Mr. J. Tull & Ms. J. Parker  
Cornwall Councillor Dave Crabtree  
PC Wardman (Until Point Indicated)  
7 Members of the Public  
Lucy Jose, Clerk to the Council

Abbreviations:

<b>CC</b>	Cornwall Council
<b>EA</b>	Environment Agency
<b>PPC</b>	Portreath Parish Council
<b>CPIR</b>	Camborne Pool, Illogan & Redruth & the Mining Villages
<b>MVRG</b>	Mining Villages Regeneration Group
<b>CAP</b>	Community Area Partnerships
<b>NDP</b>	Neighbourhood Development Plan
<b>PIC</b>	Portreath Improvements Committee
<b>CALC</b>	Cornwall Association of Local Councils
<b>CaP</b>	Climate Action Plan
<b>CAWG</b>	Climate Action Working Group
<b>WAAF</b>	Women's Auxiliary Air Force
<b>CIL</b>	Community Infrastructure Levy
<b>CLUP</b>	Community Levelling Up Program
<b>AfC</b>	Action for Children
<b>TOR</b>	Terms of Reference
<b>SEND</b>	Special Educational Need and Disabilities

**24001 Chairman's Welcome**

The Chairman welcomed those present to the meeting and explained procedures for the meeting, highlighting the standing orders relating to public participation in meetings.

**24002 To confirm the minutes of the full council meeting held on Monday 4<sup>th</sup> December**

Councillors unanimously **RESOLVED** the minutes for the meeting held on 4<sup>th</sup> December 2023 be signed as constituting an accurate record of proceedings.

**24003 To Receive Apologies**

The meeting noted apologies from Cllrs G. Tull, M. Hitchen & S. Goodwin

**24004 Declaration of Interests**

None

**24005 Chairman's Report**

The Chairman reported the attendance of representatives of the council at the public consultation for the proposals of further development at Gwel an Mor, including the removal and redevelopment to the Golf Course, which although sitting in Illogan Parish, would have an impact on the parish of Portreath. The representatives gave feedback on the proposals and await details of a full planning application for the proposed development.

**24006 Public Participation Session, when members of the public may raise matters with Councillors, (limited to 3 minutes per speaker with a maximum of 15 minutes in total)**

A member of the former NDP Steering group addressed the meeting expressing their disappointment that the council was considering reviewing the NDP, after all the work of the 60 members of the steering group put into the process of developing the plan.

PC Wardman addressed the meeting updating members of the crime statistics. In the 14 days leading up to the 8<sup>th</sup> January there had been 2 recorded occurrences, 1 theft of a mobile phone and 1 welfare concern.

In the 2 months leading up to the 8<sup>th</sup> January 2024 there had been 13 calls to the police including:

- 1 x Environmental Antisocial Behaviour
- 3 x Public Safety
- 1 x Domestic Violence
- 1 x Nuisance
- 1 x Non-Attendance
- 1 x Missing Person
- 1 x Severe Violence

**24007 To receive the report of Cornwall Councillor Dave Crabtree,** authorise any actions and consider any associated expenditure

Councillors noted the report from CC Crabtree.

[CC Crabtree Report - Jan 24](#)

CC Crabtree read an email update from South West Water regarding the ongoing sewage outpour at Portreath.

[Update from South West Water from Public Affairs Manager, sent to CC Crabtree, 08/01/24 16:49](#)

#### **24008 Planning**

**(a) To give consideration as consultees to:**

- i) **PA23/10296 | Construction of detached garage with garden store below. | 13 Greenfield Terrace Portreath Redruth Cornwall TR16 4LY**

Members of Portreath Parish Council unanimously support this proposal, assuming that the use will be conditioned so as to be incidental to the host dwelling only.

- ii) **PA23/09792 | Security upgrade and associated refurbishment work to existing radar facility comprising: new security fence and access gates to enclose existing radome shell, alterations and extension to Shed 1, alterations to Shed 2; refurbishment of existing electrical substation; alterations to some existing hardsurfaced area finishes and surface water drainage; existing grassed areas within the proposed security fence to be replaced with gravel-filled permeable surface | Radar Zone Within Overall Boundary Of RHH Portreath Redruth Cornwall TR16 4RA**

Members of Portreath Parish Council unanimously support this proposal on the condition that the recommendations in the ecological appraisal are compiled with by the applicant.

**(b) To give consideration as consultees to any planning applications received since the preparation of this agenda**

None

**(c) To give consideration to any planning applications referred to the council under the 5-day notice protocol**

None

**(d) To note any planning appeals**

None

**(e) To receive the report of planning decisions and correspondence and authorise any actions**

The meeting noted that planning applications PA23/01634, PA23/07981 & PA23/07425 had been approved and PA22/08242 had been withdrawn.

**24009 To receive the following reports,** authorise any action and consider associated expenditure

**(a) Finance**

- i) **To receive report on the balance of the bank account**

The Clerk reported that on the 31<sup>st</sup> December 2023 balance of the current account stood at £12993.18 and the balance of the Savings Account stood at £79,668.59 The bank statement for the month of December 2023 was signed by the Chairman.

- ii) **To approve the bank reconciliation for the month of December 2023**

The Clerk presented the Bank reconciliation for the month of December 2023 to the meeting. This was approved by councillors and signed by the Chairman.

**iii) To receive the Payment Schedule for the period 1<sup>st</sup> December – 31<sup>st</sup> December 2023 and authorise payment of invoices received, and payments scheduled for 1<sup>st</sup> January 2023– 31<sup>st</sup> January 2024**

Outlining the payment schedule the Clerk detailed payments made totalling £1168.35 for the period 1<sup>st</sup> December 2023 – 31<sup>st</sup> December 2023 and payments totalling £11,677.00 due for payment in the period 1<sup>st</sup> January 2023 – 31<sup>st</sup> January 2024.

Cllr. Webb proposed that the clerk line up payments as listed in the schedule. This was seconded by the Chairman, put to the meeting and carried unanimously.

**iv) To note any income received**

The Clerk reported income received of £1434.86, made up of, £200 donation towards the Netball project from Cllr Drew, Carn Brea Parish Council, £200.00 from Illogan Parish council payment of training costs, £1.00 donations towards the running of the public toilets. £460.00 from CC Crabtree's Community Chest towards the Netball project, £573.86 bank account interest.

**(b) Clerks Report, authorise any action and consider associated expenditure**

**i) General report**

- **Mobile Telephone and Wi-Fi Dongle:** The Clerk informed the meeting of the drawn-out process of topping up the credit on the both the parish mobile telephone and wifi dongle. The Clerk explained the process and commented that with the time it takes for them to carry out this process it would be cheaper to have a contract sim which could be paid monthly by direct debit. The Chairman volunteered Cllr. Goodwin to research a suitable business Sim only contract.
- **Bank Account:** The Clerk expressed the importance of ensuring that all banks transactions we authorised in a timely manner by two signatories. The Chairman asked councillors who had not yet managed to set up their online accounts to do so as a matter of urgency.
- **Report on networking meetings:** The Clerk reported their attendance at the following meetings in December:
  - o **SLCC AGM and branch meeting:** The clerk reported discussing topics including the New Model contract, Civility and Respect Project, Homelessness and Addiction issues, Correspondence from Cornwall Council and making some great links with Clerks from Carn Brea and Sennen Parish Council as well as Truro, Falmouth and Hayle town councils.
  - o **Mining Villages Clerks Network:** The clerk reported discussing topics including First Aid Training, Safeguarding, GDPR, Policy Sharing, Assets and insurance (historic buildings), Biodiversity Duty, switching off of streetlighting at night, creating a locum Clerk network
- **First Aid Training:** The Clerk reported that first aid training was booked for Monday 29<sup>th</sup> January at Gwennap Parish Rooms. The Clerk advised that at a minimum those who are involved with the Community Catch Up sessions attend the training. Cllrs. Tull, Stewart, Parker and Webb all agreed to check their availability to attend this course.

**ii) To note the dates of the Public Inquiry for Nance Woods**

The meeting noted the dates for the Public Inquiry for Nance Woods commencing on the 25<sup>th</sup> March 2024 as advised by Martin Wright Commons and Green Officer for Cornwall Council.

**iii) Co opting to fill the casual vacancy as councillor**

- **To note receipt of an application for the position of casual vacancy from a parishioner**  
The meeting noted receipt of an application for the position of casual vacancy from a parishioner.
- **To note a timetable for filling the casual vacancy of Councillor, to fill the vacancy by the method of Co-option at the full council meeting scheduled for the 5<sup>th</sup> February 2023**  
The Clerk advised that now applications have been received for the casual vacancy the council should fill the vacancy by method of co option at their meeting on the 5<sup>th</sup> February. Councillors agreed and asked the Clerk to add this to the agenda for the February meeting.

**(c) Police Liaison Report**, authorise any action and consider associated expenditure

Cllr. Webb confirmed that there was no date set for the next Police liaison meeting as the Sector Inspector had recently changed. Cllr. Webb confirmed that they had asked PC Wardman to follow this up.

**(d) Update from the Youth and Community Engagement Working Group**

Cllr Webb thanked CC Crabtree for their contribution towards the Community Junior Netball project. Cllr. Webb informed the meeting that they had recruited 7 volunteers to deliver the sessions who were either first aid trained or would be attending first aid training for the sessions, provided free of charge by Carn Brea parish council. Cllr. Webb confirmed the sessions would start on the 9<sup>th</sup> January and the sessions had been well received with almost all of the available 30 spaces booked.

Cllr. Webb updated councillors with the revised times for the Portreath youth nights hosted by AfC, now from 3-4 for homeschooled or young people not in education (age 11+) and 4-7pm for all young people 11 to 19 to 25 with SEND.

**(e) Update on Warm Welcome: Portreath**

Cllr. Webb confirmed that the Community Catch up sessions would resume on the 18<sup>th</sup> January.

**(f) Update from the Climate Action Working Group**

The date and venue for the flooding meeting for Portreath was confirmed as the 17th January 2024 at the Millennium Hall Portreath, 6:30 pm. The Clerk agreed to advertise the event on social media and on the council's website.

Representatives of the CAWG update the meeting stating that the CAWG was still in its early stages confirming that they had met with the councils' representative members and that there was still more work to go to fully establish the group. The representative informed the meeting there were several projects under consideration, but primary concern was to address flood risk.

**20010 Update on projects for the year 23/24**, authorise any action and consider associated expenditure

**a) Former Public Toilets**

**i) General Update**

The Chairman informed the meeting that the current building is deteriorating with each storm, so the swift redevelopment of the building is essential.

**ii) Update on the progression of the redevelopment of the building**, authorise any action and consider associated expenditure

The Chairman informed the meeting that the CCTV survey had been carried out and had identified a number of sources of drainage from a neighbouring building. The council awaits the report to enable the design works to commence.

**iii) To ratify the decision made under delegated authority to conduct a CCTV survey of the drainage system under the former toilet building**, authorise any action and consider associated expenditure

Members of Portreath Parish Council ratified the decision made under delegated authority to conduct a CCTV survey of the drainage system under the former toilet building.

**iv) To ratify the decision made under delegated authority to instruct a contractor to carry out design works to redivert the sewer which would have run under the building**, authorise any action and consider associated expenditure

Members of Portreath Parish Council ratified the decision made under delegated authority to instruct a contractor to carry out design works to redivert the sewer which would have run under the new building.

**v) To approve a program of public consultation to support the CLUP Grant application**, authorise any action and consider associated expenditure

The Chairman explained that further public consultation had been requested by the CLUP facilitation team. The Chairman confirmed that following some negotiation the number of responses required had been reduced from 450 to 250. The Chairman informed the meeting that the working group had been preparing a survey and was awaiting approval from the CLUP facilitators prior to engaging with members of the public.

The Chairman outlined the survey, asking councillors for their support in getting people to complete the survey once approved.

Members of Portreath Parish Council unanimously agreed to the program of public consultation.

- vi) **To accept the grant offer from the Cornwall Council Community Levelling Up Project fund**, authorise any action and consider associated expenditure

Members of Portreath Parish Council unanimously **RESOLVED** to accept the grant offer from Cornwall Council to the Community Levelling Up Project fund once it was received in writing from Cornwall Council.

- vii) **To approve the appointment of the preferred contractor for the contract *Demolition of redundant toilet block and construction of Parish Council Office and Meeting Room as identified in the tendering process***, authorise any action and consider associated expenditure  
The Chairman outlined the tendering process, commenting that three tenders had been received. The Chairman explained the scoring process and recommended that Mitchell and Son & Daughter be appointed as the contractor for the project to redevelop the former public toilets.

Following discussion Members of Portreath Parish Council unanimously **RESOLVED** to appoint Mitchell and Son & Daughter as the preferred contractor for the contract Demolition of redundant toilet block and construction of Parish Council Office and Meeting Room as identified in the tendering process,

- viii) **To update working group membership**, authorise any action and consider associated expenditure  
The membership of the working group was confirmed as Councillors, Stewart, Goodwin, Webb and Hitchen and The Clerk to the Council.

The meeting agreed that Cllr. Stewart should continue to lead the working group.

- ix) **To approve the Terms of reference for the Former Public Toilets Redevelopment Working Group**, authorise any action and consider associated expenditure  
The Chairman outlined the proposed TOR for the working group, following discussion Members of Portreath Parish Council **RESOLVED** to adopt the TOR for the working group.

## b) Public Toilets

### i) General Update

The Chairman informed the meeting that the Wallgate service visit is due in the next few weeks, and that at the visit they would be requesting that adjustments are made to the hand wash units as recommended in the Legionella Risk assessment to mitigate the risk of legionella in the units.

The Chairman commented on several other measures required to meet the requirements of the risk assessment which would be carried out in due course.

The chairman informed the meeting of some reactive maintenance that was required in the toilets which would also be completed in the coming weeks.

## c) WAAF Site

### i) General Update

None

### ii) Update on the progress of the planning application for the potential 100% affordable housing development of the Former WAAF Site

The Chairman informed the meeting that the latest update from Classic Builders SW is that there are still documents that Cornwall Council require to validate the planning application and the application would not be validated before these are received and reviewed.

## d) Neighbourhood Development Plan - To receive the report on the possibility of reviewing the Portreath NDP

, authorise any action and consider associated expenditure

The Chairman informed the meeting that Cllr. Hitchen had agreed to provide a report on the possibility of reviewing the Portreath NDP, as no written report had been received prior to the meeting and Cllr.

Hitchen was not present at the meeting they asked the Clerk to add this to the agenda for the February meeting.

- e) **Potential Acquisition of the land known as: Lighthouse Hill Car Park, Recreational Ground, Playing Field & surrounding land from Cornwall Council**, authorise any action and consider associated expenditure
- i) **General Update**  
Cllr Webb informed the meeting that due to the Christmas break there had been no meetings of the working group and no progress to report on the matter.
- ii) **To approve the approach to Cornwall Council with a timetable for public engagement for the potential acquisition of the land known as: Lighthouse Hill Car Park, Recreational Ground, Playing Field & surrounding land**  
Due to the lack of progress and availability for the working group to meet there was no proposed timetable for public engagement. The Clerk was asked to contact CC and inform them that this would be approved at the next meeting of the council.
- iii) **To consider and approve the Terms of Reference for the working group: Acquisition of the land known as: Lighthouse Hill Car Park, Recreational Ground, Playing Field & surrounding land**  
The meeting agreed to add this to the agenda for approval at the February meeting.

**24011 To consider and approve a response to the Regulation 14 Consultation for Redruth NDP**, authorise any action and consider associated expenditure  
Cllr. Parker summarised the proposal and recommended that members of Portreath Parish Council write a letter supporting the Regulation 14 Draft NDP to the Redruth NDP steering group. This was approved by councillors who asked the Clerk to write to the Redruth NDP steering group.

**24012 To receive various items of correspondence**, authorise any action and consider associated expenditure

a) **Correspondence circulated by email**  
None

b) **General correspondence**  
None

c) **Correspondence received since the preparation of this agenda**  
None

**24013 To give consideration to any applications received for grants/donations**  
None

**24014 To agree the date of the next meeting**, 5<sup>th</sup> February 2024, 6:30pm  
Councillors agreed the date of the next full meeting of the council be Monday 5<sup>th</sup> February 2024, 6:30pm.

**24015 Close of Meeting**  
The Chairman thanked everyone for their attendance and participation and closed the meeting at 19:51.

5<sup>th</sup> February 2024

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Cllr. Mr. Ian Stewart