

Minutes for the FULL MEETING of PORTREATH PARISH COUNCIL
Held on Monday 15th April 2024, to be held at St. Mary's Church Hall, at 6:30pm



Councillors: Mr. I. Stewart, Mr. S. Goodwin, Mrs. S. Nash, Mrs. G. Tull, Ms. J. Parker, Mrs. A. Jarman & Mrs. V. Webb
Cornwall Councillor Dave Crabtree (From Point Indicated)
8 Members of the Public
Lucy Jose, Clerk to the Council

Abbreviations:

CC	Cornwall Council
EA	Environment Agency
PPC	Portreath Parish Council
NKEP	North Kerrier & East Penwith Community Area
MVRG	Mining Villages Regeneration Group
CAP	Community Area Partnerships
NDP	Neighbourhood Development Plan
PIC	Portreath Improvements Committee
PAL	Portreath Association Limited
CALC	Cornwall Association of Local Councils
CaP	Climate Action Plan
CAWG	Climate Action Working Group
WAAF	Women's Auxiliary Air Force
CIL	Community Infrastructure Levy
CLUP	Community Levelling Up Program
AfC	Action for Children
TOR	Terms of Reference
SEND	Special Educational Need and Disabilities
TPO	Tree Protection Order

24076 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.

24077 To confirm the minutes of the full council meeting held on Monday 25th March 2024

Councillors **RESOLVED** the minutes for the meeting held on 4th March 2024 be signed as constituting an accurate record of proceedings.

24078 To Receive Apologies

The meeting noted apologies from Cllrs J. Tull & Cllr M Hitchen.

24079 Declaration of Interests

None

24080 Chairman's Report

None

24081 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)

The Applicant for PA23/10222 spoke in favour of the proposal stating that the proposed was a much-needed agricultural store for machinery used on the farm which cannot be stored in the current agricultural building due to it being used to process food stuffs. The applicant explained they had been working with the planning officers to determine an acceptable location for the proposed building. Two residents spoke in objection of the PA23/10222. Highlighting the planning history of the proposed, several non-material considerations, concerns over the detail of ownership in the application and that the proposed would have a negative visual impact of the proposed on the hillside.

24082 To receive the report of Cornwall Councillor Dave Crabtree, authorise any actions and consider any associated expenditure

CC Crabtree had not arrived at the meeting at this time, so the Chairman moved that the report of CC Crabtree be heard when they arrive at the meeting. This was agreed by councillors and the report was heard at 20:00 prior to agreeing the date of the next meeting.

[CC Crabtree Report 15th April 2024](#)

24283 Planning

(a) To give consideration as consultees to:

i) PA23/10222 | Erection of an Agricultural Building | The Orchard Nancekuke Redruth Cornwall TR16 5UJ

Councillors considered the proposal asking questions of both the applicant and the objectors. Following debate Members of Portreath Parish Council unanimously **RESOLVED** to support the proposal for an agricultural building in an agricultural area providing the recommendation of the consultees South West Water Services were followed to mitigate the effect of surface water run-off.

(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

The meeting noted the application PA24/00988 referred under the 5-day notice protocol and agreed to submit their preferences for response via email to the clerk.

(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 PA24/00065, PA24/000501 & PA24/01005 had been approved and advice had been given on PA24/00179.

Councillors noted planning application PA24/02273 and discussed if the council should comment on the proposal that was on the boundary of a neighbouring parish. Councillors concurred that the proposal was for change of use of a current building with no physical alteration, therefore no additional flood risk to the Portreath Stream and no need for the council to comment on this proposal.

24084 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 31st March 2024 balance of the current account stood at £12,294.83 and the balance of the Savings Account stood at £63,645.19. The bank statements for the month of March 2024 were signed by the Chairman.

ii) To approve the bank reconciliation for the month of March 2024

The Clerk presented the Bank reconciliation for the month of March 2024 to the meeting. This was approved by councillors and signed by the Chairman.

iii) To receive the Payment Schedule for the period 1st March – 31st March 2024 and authorise payment of invoices received, and payments scheduled for 1st April 2024 – 30th April 2024

Outlining the payment schedule the Clerk detailed payments made totalling £8752.53 for the period 1st March 2024 – 31st March 2024 and payments totalling £19,168.00 due for payment in the period 1st April 2024 – 30th April 2024.

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

iv) To note any income received

The meeting noted income of £567.60 made up of £100.00 donation towards the running of the parish toilets and £476.60 bank interest.

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

i) General report

The meeting noted the Clerks report.

[Clerk's Report April 2024](#)

The clerk requested support from councillors when they were asked to volunteer for tasks, reminding councillors that they were trying to keep additional hours to a minimum.

ii) To approve expenditure for the relocation of one parish notice board to Cambrose to replace the broken unit, authorise any action and consider associated expenditure

Members of Portreath Parish Council unanimously **RESOLVED** to approved expenditure for the relocation of one parish notice board to Cambrose to replace the broken unit.

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

The meeting noted Cllr. Webbs Report.

[Cllr Webb's April Report](#)

(d) Update from the Youth and Community Engagement Working Group, authorise any action and consider associated expenditure

The meeting noted Cllr. Webbs Report.

[Cllr Webb's April Report](#)

(e) Update on Warm Welcome: Portreath, authorise any action and consider associated expenditure

The meeting noted Cllr. Webbs Report.

[Cllr Webb's April Report](#)

Councillors considered the future for the Community Catch up sessions and agreed to continue with the sessions and review again following the May half term.

(f) Update from the Climate Action Working Group, authorise any action and consider associated expenditure

None

24085 To consider actions following the notification from BT of intention to remove the public telephone and box from Portreath Square, authorise any action and consider associated expenditure

Councillors concurred that they did not have an appetite to adopt the soon to be defunct BT call box. The Chairman highlighted that Love Portreath had expressed an interest in adopting the box and the PIC were minded to fight the removal of the public telephone with BT.

The Clerk agreed to write to both groups and provide the information that they require to move forward with this.

24086 To review the council Financial Regulations, authorise any action and consider associated expenditure

Members of Portreath Parish Council reviewed the Financial Regulation noting the inclusion of sections 5.6 and 6.11 which covers the use of the Unity Trust Commercial Multipay Card, and the removal to references of the Finance & Staffing committee

Members of Portreath Parish Council unanimously **RESOLVED** to adopt the amended Financial Regulations.

24087 To consider and adopt the Reserves policy authorise any action and consider associated expenditure

Members of Portreath Parish Council considered the draft reserves policy.

Following discussion Members of Portreath Parish council unanimously **RESOLVED** to adopt the Reserves Policy.

24088 Update on projects for the year 23/24, authorise any action and consider associated expenditure

a) Former Public Toilets

i) General Update

None, as the project has now started this agenda point will not be included on future agenda.

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

The Chairman informed the meeting works started today on the project today with demolition scheduled to be complete by 19th April. The chairman explained the process for the removal of the current building.

The Chairman informed the meeting that they are continuing to work on the approval for the rerouting of the sewers with SWWater, been pushing for urgent approval with SWWater which is proving difficult.

The Chairman informed the meeting that the contract with the contractors for the build had now been signed and that he and Cllr. Goodwin had met with the contractors and the Project manager to refine the costs in the bill of materials to ensure that nothing had been quoted for more than required.

- iii) **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. Cllr. Jarman was also added to the working group.

- iv) **To approve unbudgeted expenditure on the essential Asbestos Survey of the former public toilets building**, authorise any action and consider associated expenditure

Members of Portreath Parish Council unanimously **RESOLVED** to approved unbudgeted expenditure on the essential Asbestos Survey of the former public toilets building.

- v) **To approve unbudgeted expenditure for the relocation of the water meter and associated pipework**, authorise any action and consider associated expenditure

Members of Portreath Parish Council unanimously **RESOLVED** to approve unbudgeted expenditure for the relocation of the water meter and associated pipework.

b) Public Toilets

- i) **General Update**

The Chairman reported the need for reactive plumbing maintenance to replace internal tap which had caused a minor flood.

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 decision was now in the hands of the CC Planning officers.

d) 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 Goodwin updated the meeting stating that the public, and at present the overwhelming response was that the council should adopt the land providing that it would not cost the council significant amounts of money. Cllr Goodwin confirmed that the consultation had been extended until the end of April. Cllr. Goodwin informed the meeting that the comments would be officially summarised, and the working group would then work with Cornwall Council to see what basis they would offer the land, which in turn would enable them to write a full business case for adopting the land to bring to the full council.

Members of Portreath Parish Council **RESOLVED** to approve the Lighthouse Hill Acquisition Working Group approaching Cornwall Council to start to negotiate the basis on which they are willing to transfer the Land to Portreath Parish Council for a non-commercial use, based on the

overwhelming support from parishioners during the consultation period for the land to be adopted by Portreath Parish Council for a non-commercial use, at little or no cost to the Parish Council.



24089 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

- The meeting noted correspondence from HM Land registry regarding the WAAF Site. The Chairman confirmed that that they had checked with the solicitors, and it is usual for correspondence regarding interest in land be sent and that no further action was required.
- The meeting noted correspondence stating that a TPO had be submitted for trees at the WAAF Site.

24090 To give consideration to any applications received for grants/donations

The meeting noted a request for a donation from the Illogan Sparrow Silver Band to contribute towards their trip to the National Brass Band Championship of Great Britain. Councillors chose not to make a donation towards the expenses of the trip, commenting they felt that the organisation did not represent many members of the Portreath Parish.

CC Crabtree joined the meeting and gave their report for the month of April.

24091 To agree the date of the next meeting, 13th May 2024, 6:30pm

Councillors agreed the date of the next full meeting of the council be Monday 13th May 2024, at 6:30pm.

24092 To resolve under the 1960 Public Bodies (Admission to Meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed

Members of Portreath Parish Council unanimously **RESOLVED** under the 1960 Public Bodies (Admission to Meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed

24093 To study and consider the terms of the Funding Agreement between Cornwall Council and Portreath Parish Council in relation to Residential Neighbourhood payments to Zone 5 Parishes (from the COMMUNITY INFRASTRUCTURE LEVY), authorise any action and consider associated expenditure

Members of Portreath Parish Council studied and considered the terms of the Funding Agreement between Cornwall Council and Portreath Parish Council in relation to Residential Neighbourhood payments to Zone 5 Parishes (from the COMMUNITY INFRASTRUCTURE LEVY).

The Chairman highlighted the need for the address to be updated and commented that digital signatures were required. The Chairman commented that the Clerk and Chairman would be the appropriate persons to sign the agreement.

Members concurred that in order to receive the CIL funding that the Council needed to sign the agreement.

24094 To consider the future of the contract: the Grounds Maintenance – Land surrounding the Public Conveniences and Former Public Toilets Block: Portreath, authorise any action and consider associated expenditure

Councillors concurred that the current contract was now impossible to fulfil due to the demolition of the former public toilets. Following debate Members of Portreath **RESOLVED** to terminate the contract with the current provider and instruct appropriate contractors to carry out the works for the remainder of the contract on an as needed basis.

24095 To resolve to move back into open session an readmit press and public to the meeting.

Members of Portreath Parish Council unanimously RESOLVED to move back into open session an readmit press and public to the meeting.

24096 To resolve to approve signing the terms of the Funding Agreement between Cornwall Council and Portreath Parish Council in relation to Residential Neighbourhood payments to Zone 5 Parishes (from the COMMUNITY INFRASTRUCTURE LEVY), authorise any action and consider associated expenditure

Members of Portreath Parish council unanimously **RESOLVED** to approve signing the terms of the Funding Agreement between Cornwall Council and Portreath Parish Council in relation to Residential Neighbourhood payments to Zone 5 Parishes (from the COMMUNITY INFRASTRUCTURE LEVY).

24097 Close of Meeting

The Chairman thanked everyone for their attendance and participation and closed the meeting at 20:30.

13th May 2024

DRAFT