

**Minutes for the ANNUAL MEETING of PORTREATH PARISH COUNCIL
which will be at St Mary's Church Hall on Monday 13th May 2024, from 6:30pm**



Councillors: Mr. I. Stewart, Mr. S. Goodwin, Mrs. S. Nash, Ms. J. Parker, Mrs. A. Jarman, Mr. M. Hitchen, Mr. J. Tull & Mrs. V. Webb
Cornwall Councillor Dave Crabtree
3 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

24098 To receive nominations for and appoint Chairman for the year 2024/25

The outgoing Chairman invited nominations for the position of Chairman for the year 24/25. Cllr. Hitchen nominated and proposed that members vote Cllr. Goodwin as Chairman for the year 2024/25. This was seconded by Cllr. Nash and members voted unanimously that Cllr. Goodwin be installed as Chairman for the year 224/25.

24099 Signature of Declaration of Office Register by newly appointed Chairman

Cllr. Goodwin signed the Declaration of Acceptance of Office Register, witnessed by councillors and the Clerk & Proper Officer.

24100 To receive nominations for and appoint Vice Chairman for the year 2024/25

The Chairman invited nominations for Vice Chairman. Cllr. Stewart proposed that Cllr. Nash be nominated for this role. This nomination was seconded by Cllr. Webb, put to the meeting and carried unanimously.

24101 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.

The Chairman thanked the outgoing Chairman for their leadership both in meeting and behind the scenes over the last 4 years, the Chairman commented that they had progressed the council to a more professional body, and highlighted the outgoing Chairmans achievements, including securing £200000.00 levelling up funding for the parish office project which they continue to drive, as well as managing the public toilets and building relationships with other local councils.

24102 To receive apologies

The meeting noted apologies from Cllr. G. Tull.

24103 To Receive Declarations of Interest

None

24104 Chairman's Report

None

24105 To confirm the minutes of meeting held on Monday 15th April 2024

Councillors unanimously **RESOLVED** the minutes for the meeting held on 15th April 2024 be signed as constituting an accurate record of proceedings.

24106 Public Participation Session, when members of the public may raise matters with Councillors

A resident thanked the outgoing Chairman for their hard work acknowledging they had done a great deal of work for the council and parish and wished luck to the new chair and vice Chairmen.

A resident commented that they had joined the Cornwall Climate Action Network to try and find ways to work positively with the council.

The representative of the Council's Climate Action Working Group addressed the meeting informing councillors that they had found a document that they were using to cross reference the Council's Climate Action Plan and continued to work on the CaP to bring it up to date.

The representative informed the meeting that they had started to produce a list of money saving, environmentally friendly tips that could be shared on the council social media pages and website. Finally, the representative explained that the University of Plymouth was now offering Free Climate Change Training to members of the public and businesses.

24107 To receive the report of Cornwall Councillor Dave Crabtree, authorise any actions and consider any associated expenditure

The meeting noted the report of CC Crabtree.

[CC Crabtree's Report - May 24](#)

24108 To confirm the Staffing Committee membership

Councillors unanimously **RESOLVED** that membership of the staffing committee be Cllrs. Webb, Nash, J. Tull, Stewart, & Parker.

24109 Consider delegation arrangements to Staffing Committee

Members of Portreath Parish Council unanimously **RESOLVED** that the arrangements to be delegated to the staffing committee are as follows:

- 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.

24110 To review the terms of reference (TOR) for the Staffing Committee

The Council reviewed the TOR for the staffing committee and **AGREED** to amend section 7 to remove the reference to the finance committee.

24111 Review of standing orders

The Council reviewed the Standing Orders and **AGREED** that there were no changes required.

24112 Review of financial regulations

The Chairman advised that the new model document had now been published and advised councillors that the current financial regulations were sufficient and currently did not require any updating, however, would study the new Financial Regulation model document and bring to the council for adoption in due course.

The Meeting **AGREED** the Clerks recommendations, and the Clerk confirmed they would bring the new model document to the council for adoption at a future meeting of the council.

24113 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

The Council reviewed the arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses, noting:

Contractors:

E Sampson
M Southerden
Wallgate
Mitchel & Sons Ltd

Litter Picking
Management of Public Toilets
Service Contract for hand wash units in toilets
Demolition of former public toilets and building of the parish office and community hub
Council Mobile Phone Monthly SIM only contract

Vodafone

Arrangements are currently in place with:

Diane Green
BDO LLP
Vision ITC

Payroll Support
Auditor (external)
Website Hosting, Data Back Up IT Support (inc. NDP website)

ICO
HMRC
BOPP
St Mary's Church
Unity Trust Bank
Lloyds Bank
Action for Children
Age Uk

Registration as Data Controller
PAYE
QR Donation Platform (utilised for the public toilets)
Hall Hire for meetings and Community Catch Up
Bank Accounts
UnityTrust Multi-Pay Card
Provision of youth engagement
Membership to allow transport hire for Community Catch up

Classic Builder(SW LTD)

Option Agreement for the redevelopment of the WAAF Site for a 100% Affordable housing development

Regular suppliers:

Octopus
South West Water Business
NEST

Electricity; Toilets paid by Direct Debit
Water & Sewerage; Billed quarterly
Pensions; Monthly Direct Debit

24114 Review of representation on or work with external bodies and arrangements for reporting back;

The Council reviewed representation on or work with external bodies and arrangements for reporting back noting:

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. Webb	Written report and verbal report at meetings and in between where required
Mining Villages Regeneration Group	Cllr Stewart	Verbal report at meetings where required

24115 Review of inventory of land and other assets including buildings and office equipment;

Councillors reviewed the inventory of land and other assets including buildings and office equipment. The meeting **AGREED** that this record was an accurate inventory of the councils' assets.

24116 Confirmation of arrangements for insurance cover in respect of all insurable risks;

The Clerk confirmed the insurance arrangement for the council and commented that the policy is due for renewal on the 1st June 2024.

The Clerk confirmed that they had increased the Fidelity Guarantee in line with the recommendation of the by the internal auditor at no additional cost to the council.

24117 Review of the Councils Risk Management policy and Register

The Clerk advised amendments to the risk register on page 10 adding the staffing committee structure and page 12 relating to IT and computers.

The Council reviewed the Risk Management Policy and Register and **AGREED** to the recommendations advised by the Clerk.

24118 Review of the Council's and/or staff subscriptions to other bodies;

Councillors review of the Council's and/or staff subscriptions to other bodies noting:

Body/Group/Organisation	Membership Type	Annual Cost
Cornwall Association of Local Councils (CALC)	Council Membership	£535.36
National Association of Local Councils (NALC)	Council Membership	£95.92
Society of Local Council Clerks (SLCC)	Clerks Membership	£284.00
Mining Villages Regeneration Group	Council Membership	£100.00

24119 Review of the Council's complaints procedure;

The Council reviewed the Council's complaints procedure and **AGREED** that there were no changes required.

24120 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);

Councillors reviewed 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*) and **AGREED** that there were no changes required to the Freedom of Information Act Policy for Handling Requests for Information.

The Clerk identified a gap in the Councils policies and requested that a councillor look at finding a data protection policy and document retention policy that can be adapted and adopted by this council. Cllr. Webb informed the meeting that they had identified model policies to fill these policy gaps.

24121 Review of the Council's policy for dealing with the press/media;

The Clerk identified a gap in the Councils policies and requested that a councillor look at finding a dealing with the Press/media policy that can be adapted and adopted by this council. Cllr. Webb in informed the meeting that they had identified a model policy to fill this policy gap.

24122 Review of the Council's employment policies and procedures;

The Council **AGREED** with the Clerks recommendation that the Staffing Committee review the Council's employment policies and procedures.

24123 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972.

The council reviewed the S137 expenditure for the year 23/24 noting:

Date	Amount	Particulars
28/04/23	£244.41	Donation to Portreath Preschool
30/05/23	20.50	Donation to Portreath Preschool
14/06/24	£52.00	Donation to Portreath Preschool
14/06/24	£150.00	Donation to Citizens Advice Cornwall
29/09/24	£300.00	Donation to Royal British Legion
17/11/23	£150.00	Donation to Illogan Sparnon Silver Band
17/11/23	£325.00	Donation to Royal British Legion
Total	£1241.91	

24124 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

The Council **AGREED** that the dates for full council meetings for the year 24/25 be:

- 13th May 2024 Annual Meeting of the Council
- 20th May 2024 Annual Meeting of Electors
- 3rd June 2024 Full Council Meeting
- 17th June 2024 Staffing Committee Meeting
- 1st July 2024 Full Council Meeting
- 2nd September 2024 Full Council Meeting
- 16th September 2024 Staffing Committee Meeting
- 7th October 2024 Full Council Meeting
- 4th November 2024 Full Council Meeting
- 2nd December 2024 Full Council Meeting
- 13th January 2025 Full Council Meeting
- 3rd February 2025 Full Council Meeting
- 3rd March 2025 Full Council Meeting
- 7th April 2025 Full Council Meeting
- 12th May 2025 Annual Meeting of the Council

24126 Review the document; Portreath Parish Council - Business Cessation Plan

The Council reviewed document; Portreath Parish Council - Business Cessation Plan and **AGREED** that there were no changes required

24127 To note the decisions made under the scheme of emergency delegation during the year 23/24

The meeting noted the decisions made under the scheme of Emergency delegation during 23/24.

Date	Reference	Details
02/10/2024	PPC23-001	Request that highways formalise the parking arrangements on Beach Road to include diagonal bays from the anchor to the first bridge and parallel bays from the first bridge to the start of the double yellow lines near to the public toilets.
05/10/23	PPC23-002	To approve the event Trembling Tram, 31st October 2023, on Parish Council owned land subject to appropriate insurance being in place.
11/12/23	PPC23-002	Approve instruction of contractor to carry out drainage design work for the former public toilet regeneration project
11/12/24	PPC23-004	Approve instruction of contractor to carry out CCTV survey of drains at the former public toilets

24128 To consider extending the period of emergency delegation to the clerk in consultation with the council until the next annual meeting of the council

The meeting considered extending the period of emergency delegation to the clerk in consultation with the council until the next annual meeting of the council, and unanimously **RESOLVED** that Portreath Parish Council delegates authority to the Clerk informed by consultation with members of the Council, to take any actions necessary with associated expenditure up to £1500.00 to protect the interests of the community and ensure council business continuity during the periods where it is deemed inappropriate to meet due to an emergency situation.

24129 Planning

(a) To give consideration as consultees to:

None

(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 PA24/00310 & PA24/00988 had been approved and PA24/00931 had been granted.

24130 To note the report from the internal auditor, authorise any action and consider associated expenditure

The meeting noted the report of the internal auditor and the need to secure a new auditor for the year 24/25, the clerk expressed urgency when considering this.

24131 To Complete and approve the Annual Governance Statement for the year 2023/24

Following debate Cllr. Stewart proposed that the Annual governance statement be completed with the response yes to questions 1-8 and n/a to question 9. This was seconded by Cllr. Nash put to the meeting and carried unanimously.

The Annual Governance Statement was signed by Chairman and the Clerk with councillors as witnesses.

24132 To Approve the Accounting Statements for the year 2023/24

The Clerk presented the Annual accounting Statement to members. Following debate, Cllr. Stewart proposed that the Annual Accounting statement be signed by the Chairman as an accurate representation of this Council's finances. This was seconded by Cllr. Nash, put to the meeting and carried unanimously.

The Annual Accounting Statement was signed by Chairman with the Clerk and councillors as witnesses.

24133 To confirm there is no conflicts of interest with BDO LLP and Portreath Parish Council

Members of Portreath Parish Council unanimously **RESOLVED** to confirm there is no conflicts of interest with BDO LLP and Portreath Parish Council

24134 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 2025.

Members of Portreath Parish Council unanimously **RESOLVED** 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 2025.

24135 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 30th April 2024 balance of the current account stood at **£87,814.31** and the balance of the Savings Account stood at **£63,645.19**. The Bank statements were signed by The Chairman.

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

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

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

Outlining the payment schedule the Clerk detailed payments made totalling £40,700.51 for the period 1st April 2024 – 30th April 2024 and payments totalling £20447.00 due for payment in the period 1st May 2024 – 31st May 2024.

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

Outlining the payment schedule for the Parish Office and Community Hub project the Clerk detailed payments totalling £180,000.00 due for payment in the period 1st May 2024 – 31st January 2025.

Cllr. Webb proposed that the Clerk pay up payments as listed in the schedule once approved by South West Community Builds (project manager) and members of the Parish Office project working group. This was seconded by Cllr. Nash, put to the meeting and carried unanimously.

iv) To note any income received

The meeting noted income of £123,202.83 made up of:

£517.42	VAT Reclaim (Jan & Feb 2024)
£4.50	BOPP donations towards the running of the toilets
£46,809.00	1 st Instalment of the Precept
£871.91	CIL Payment
£75,000.00	1 st Instalment of CLUP funding

v) To note the receipt of CIL funds

The meeting noted a total CIL income of £2534.23 in the year 23/24 and £871.91 (To date) in the year 24/25.

The Clerk suggested this additional £871.91 should be added to the CIL reserve.

Councillors considered the recommendation and unanimously **RESOLVED** to add the funds received in 24/25 to the CIL Reserve.

vi) To note and approve the regular direct debit payments from the current account

The meeting noted and **APPROVED** the regular direct debit payments from the current account:

To	Frequency	Particulars	Amount
ICO	Annually	Annual Registration fee to ICO – Data Controller	£35
Octopus	Monthly	Monthly Electricity for Public Toilets	Variable
NEST	Monthly	Pension Contribution's for staff	Variable
BOPP	Monthly	Fees for handling QR donations	Variable
Unity Trust	Monthly	Settlement of expenditure and monthly fees on the Unity	Variable
Lloyds Bank	Monthly	Multipay Card	Variable
Vodafone	Monthly	Mobile Phone contract sim	£12.50 + VAT

vii) To approve the use of BACS and CHAPS payments

Councillors unanimously **RESOLVED** to approve the use of BACS and CHAPS payment to maintain smooth running of the councils' finances.

viii) Review of fees and charges

Councillors reviewed the fees and charges the council is committed to for the year 24/25.

Councillors discussed at length the necessity of NDP website as currently all of the relevant documentation is now on the parish council website.

To	Frequency	Particulars	Amount
ICO	Annually	Annual Registration fee to ICO – Data Controller	£35.00
Unity Trust Bank	Quarterly	Account Fees	£18.00
Octopus	Paid by monthly DD	Standing Charge	£0.5540
		Unit Price/ KWH	£0.2851
South West Water	As billed quarterly	Water / Cubic Meter	£2.0059
		Sewerage/ Cubic Meter	£3.3916
		Standing charge	£0.4704
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)	£200.00
Hudson Accounting	Annually	Internal Audit	£200.00
BDO LLP	Annually	AGAR	£300.00
D Green	Annually	Payroll Support	£120.00
BOPP	Monthly	Donation Administration fees, min 0.05 % per transaction, max 50p per transaction	0.005% of donations
Lloyds Bank	Monthly	Multipay card fees	£3.00
Microsoft	Annually	365 and onedrive subscription	£59.99

(b) Clerks Report

The meeting noted the Clerks Report.

[Clerk's Report May 2024](#)

IT Issues: The Clerk highlighted how the recent IT issues had impacted their ability to work effectively. Cllr. Webb informed the meeting that they had been researching IT support companies and requested that purchasing and IT support package it be included on a future agenda.

Working Groups: The Clerk confirmed that a review of working group membership and TOR's would be included on the agenda for the future meeting of the council.

VAT Reclaim. The Clerk reported that they had submitted a VAT Claim of £535.07 for the month of March 2024

- (c) Police Liaison Report,** authorise any action and consider associated expenditure
The meeting noted Cllr. Webbs Report.

[Cllr Webb's report - May 2024](#)

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

The meeting noted Cllr. Webbs Report.

[Cllr Webb's report - May 2024](#)

Cllr Webb thanked Portreath Primary School for assisting in providing equipment for the junior netball project.

- (e) Update on the anti-dog fouling campaign**

The meeting noted Cllr. Webbs Report.

[Cllr Webb's report - May 2024](#)

- (f) Update on the Community Catch Up Group**

The meeting noted Cllr. Webbs Report.

[Cllr Webb's report - May 2024](#)

Cllr Webb thanked Cllr Tull for their support with the community catch up sessions.

- (g) Update from the Portreath Climate Action Network,** authorise any action and consider associated

The meeting noted the update heard in the public participation session at the start of the meeting.

Minute ref: 24106

23137 To Review the Safeguarding Policy, authorise any action and consider associated expenditure The Council reviewed the Safeguarding Policy and **AGREED** that there were no changes required.

24138 Update on projects for the year 24/25, authorise any action and consider associated expenditure

- a) Former Public Toilets – Redevelopment: Parish Office & Community Hub**

Cllr Stewart confirmed:

- Work had commenced on the project on the 15th April.
- Demolition was completed by the end of the week commencing 15th April 24.
- The sewer diversion was now complete.
- Piling works had commenced on the 13th May
- The next stage of the project was the creation of the foundations for the building

Cllr Stewart commented that they remained confident that the building was to schedule and that the working group had had their first meeting since the commence of the project with the contractors and Project manager, with the next one scheduled for the 3rd June.

- b) Public Toilets**

There was lengthy discussion regarding the option to charge for use of the toilets. The Chairman asked that should a councillor have a proposal that contact the Clerk to add this to a future agenda.

Cllr Stewart reported some minor reactive maintenance carried out during the month and commend that they along with the Clerk had been working with the contractor to confirm contract details for the year 24/25.

- c) Technology**

None

- d) WAAF Site**

- i) General Update**

None

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

The Chairman informed the meeting that the decision was in the hands of the CC Planning officers and the council awaits the decision as do members of the public.

Councillors discussed the length of the option agreement with Classic Builders.

e) **Potential Acquisition of the land known as: Lighthouse Hill Car Park, Recreational Ground, Playing Field & surrounding land from Cornwall Council,**

Cllr Webb updated the meeting informing them that a draft of the plan including an analysis of the survey results would be circulated shortly, they confirmed a date had been made for a meeting with Cornwall Council to see if they would consider the request of the community to take ownership of the land a non-commercial use.

24139 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 Clerk reported correspondence received:

- **Chynance Resident requesting a review of the parking restrictions in Chynance,** the meeting concurred that no response was required as the council was copied into an email directed to Cornwall Council Highways department.
- **Residents requesting vote of no confidence in South West Water:** Councillors asked the Clerk to include a resolution on the next agenda for a vote of No confidence in South West Water
- **Lamberth TC inviting this council to be involved with National Blue Badge Day of Action,** councillors asked the Clerk to engage with Lamberth TC to see what resources are available.

24140 To give consideration to any applications received for grants/donations

The reported receipt of an application for funding from a parish organisation which would be included on the agenda for discussion at a future meeting.

Cllr Webb suggested the council make a donation to the Portreath Primary School PTA in recognition of their assistance with the junior netball project.

24141 To agree the date of the next meeting, Monday 3rd June 2024, 6:30pm

Councillors agreed that date of the next meeting be Monday 3rd June 2024, 6:30pm. The Chairman confirmed that this meeting would be held at St. Mary's Church Hall.

The Chairman reminded councillors of the annual parish meeting on the 20th May and encouraged their attendance.

24142 Close of Meeting

The Chairman thanked everyone for their attendance and participation and closed the meeting at 20:17.

3rd June 2024

Cllr. S. Nash