

**Minutes for the FULL MEETING of PORTREATH PARISH COUNCIL**  
**Held on Monday 3<sup>rd</sup> June 2024, at St. Mary's Church Hall, from 6:30pm**



Councillors: Mrs S. Nash, Mr. I. Stewart, Ms. J. Parker, Mrs. A. Jarman & Mrs. V. Webb  
Cornwall Councillor Dave Crabtree  
8 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>NKEP</b>	North Kerrier & East Penwith Community Area
<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>PAL</b>	Portreath Association Limited
<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
<b>TPO</b>	Tree Protection Order

**24143 Chairman's Welcome**

In the absence of Cllr. Goodwin, Cllr. Nash as Vice Chairman assumed the role of Chairman for the meeting and introducing themselves to those present. The Chairman outlined safety procedures to those present.

The Chairman reminded members of the public that this is a meeting of the parish council held in public and not a public meeting. The Chairman reminded members of the public that their time to address councillors was during the public participation session, item 7 on the agenda.

**24144 To confirm the minutes of the full council meeting held on Monday 13<sup>th</sup> May 2024**

Councillors unanimously **RESOLVED** the minutes for the meeting held on 13<sup>th</sup> May 2024 be signed as constituting an accurate record of proceedings.

**24145 To confirm the minutes of the Annual Parish Meeting of Electors held on Monday 20<sup>th</sup> May 2024**

Councillors unanimously **RESOLVED** the minutes for the Annual Parish Meeting of Electors held on 20<sup>th</sup> May 2024 be signed as constituting an accurate record of proceedings.

**24146 To Receive Apologies**

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

**24147 Declaration of Interests**

None

**24148 Chairman's Report**

None

**24149 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)**

Three members of the public addressed councillors and spoke passionately in favour of the council resolving to make a vote no confidence in South West Water.

In relation to the potential WAAF Site development for a 100% affordable housing development, a Member of the public addressed the meeting referring to minute number 23079 from the meeting held on the 3<sup>rd</sup> April 2023, which mentioned the possibility of extending the option agreement with the builders. The member of the public asked that the council resolve not to allow an extension to the agreement should the developer's request and extension to the agreement.

Cllr Stewart informed the meeting that the Heads of Term agreement would need to be studied and that no such decision could be made with out it being included on the agenda of a meeting for discussion. The Clerk reminded the meeting that details of the legal agreement with Classic builders were commercially sensitive and would not be discussed in public.

**24150 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](#)

**24151 Planning**

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

i) 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 that planning applications PA23/00506 and PA23/07206 had been approved and PA24/00082/PREAPP had been closed with advice given.

**24152 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> May 2024 balance of the current account stood at £60,176.81 and the balance of the Savings Account stood at £63,645.19. The bank statements for the month of May 2024 were signed by the Chairman.

**ii) To approve the bank reconciliation for the month of May 2024**

The Clerk presented the Bank reconciliation for the month of May 2024 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> May– 31<sup>st</sup> May 2024 and authorise payment of invoices received, and payments scheduled for 1<sup>st</sup> June 2024 – 30<sup>th</sup> June 2024**

Outlining the payment schedule the Clerk detailed payments made totalling £24,386.76 for the period 1<sup>st</sup> May 2024 – 31<sup>st</sup> May 2024 and payments totalling £15,327.00 due for payment in the period 1<sup>st</sup> June 2024 – 30<sup>th</sup> June 2024.

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

**iv) To note any income received**

The meeting noted income of £570.57 made up of £15.70 donation towards the running of the parish toilets and £535.07 VAT reclaim.

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

**i) General report**

The meeting noted the Clerks report.

[Clerk's Report](#)

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

None

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

Cllr. Webb reported that the youth club had been affected by the closure of the Millennium Hall but confirmed that from the following week until the building fully reopened the youth club would be accessing the available room through the door to the jubilee room.

Cllr. Webb explained the ASB outreach program would be starting shortly.

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

A representative of the CAWG informed the meeting that they had been attending the NKEP Climate meetings and that the CAWG needed at least two more councillors as members.

The Chairman agreed to join the working group.

The Clerk read the written report from the CAWG lead (who was not present at the meeting), stating that a meeting needed to be scheduled to move forward the next steps for the CAWG including an emissions inventory for the Parish and releasing the easy win actions for parishioners on social media.

**24153 Update on projects for the year 24/25**, authorise any action and consider associated expenditure

a) **Former Public Toilets**

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

Cllr Stewart updated the meeting explaining that the piling works were now complete, albeit a little later than scheduled. Cllr Stewart informed the meeting that the footway also been re-opened, with the worksite fenced off with solid boarding and that the foundations were due to be poured this week.

b) **Public Toilets**

i) **General Update**

Cllr Stewart updated the meeting explaining that there had been some minor reactive maintenance carried out, as well as some small-scale vandalism occurring at the toilets during the month of May. Cllr. Stewart reported that new litter bins had been purchased for the toilets, which would be installed during the next month.

c) **WAAF Site**

i) **General Update**

Cllr Stewart highlighted the growth of Japanese Knot Weed and explained the council's legal responsibility for managing it.

ii) **To approve expenditure to engage a contractor to manage the Japanese Knotweed identified at the WAAF site**

Cllr Stewart informed the meeting that there would be no cost for this work as the contractor employed last year gave a guarantee on their work. Therefore, any fourth spraying required for the foreseeable future would be covered under this guarantee.

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

The Chairman commented that decision whether to approve the planning application or not stood with CC Planning officers, and as the deadline for decision had passed it was likely the decision would be heard shortly.

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. Webb gave an update on the Potential Acquisition of the land known as: Lighthouse Hill Car Park, Recreational Ground, Playing Field & surrounding land from Cornwall Council stating

that they, along with Cllr Goodwin and CC Crabtree had met with Cornwall Council, regarding Lighthouse Hill Car Park and Amenity space on the 23<sup>rd</sup> May.

Cllr. Webb was pleased to inform members that it was a really positive meeting, and as a result we now have the go ahead to put together a Business Case, for the PPC to take ownership of Lighthouse Hill as a Community Green Space. It is envisaged that this proposal will go to the September PPC meeting. The Working Group will be kept up to date and will be involved in inputting and reviewing the Business Case.

**24154 To resolve to take a vote of no confidence in South West Water,** authorise any action and consider associated expenditure

Councillors noted the request from parishioners to take a vote of no confidence in South West Water.

The meeting noted the comments from CC Crabtree's earlier report.

The Clerk advised against making the resolution at present due to being in the election pre-election period and suggested that the vote be deferred until after the general election.

The meeting debated the issue, with members of the public present expressing their extreme disappointment that the council may agree to defer the decision until after the general election.

Following heated debate Cllr Jarman proposed Members of Portreath Parish Council resolve to Declare that it has no confidence in South West Water's existing systems and processes for proactively managing and investing in Cornwall specifically Portreath's sewage infrastructure. There was no second to this proposal, Cllr Stewart made a counter proposal that Members of Portreath Parish Council resolve to defer the vote of no confidence in South West Water until after the general election scheduled for the 4<sup>th</sup> July. This motion was seconded by Cllr. Parker put to the meeting and carried with 4 votes in favour.

**24155 To receive various items of correspondence,** authorise any action and consider associated expenditure

**a) Correspondence circulated by email**

Cllr Webb asked that the correspondence circulated regarding Safety of Lithium ion Batteries be forwarded to the CAWG.

**b) General correspondence**

- **Citizens Advice Parish Statistics:** Councillors noted the statistics provided by Citizens Advice Cornwall.
- **Numerous requests from parishioners for a vote of no confidence in South West Water:** The meeting noted that this had been discussed under the previous agenda point, *minute ref: 24154*
- **Query regarding works for the parish office and community hub.**  
The clerk outlined the query and informed the meeting that following consultation with the project working group and the contractors they had responded to the member of the public.

**c) Correspondence received since the preparation of this agenda**

None

**24156 To give consideration to any applications received for grants/donations**

The Clerk outlined a request for support for the Portreath School Leavers: Class of 2024.

Councillors unanimously **RESOLVED** to make a donation of £50.00 to the Portreath School Leavers: Class of 2024, to be paid via the school PTA.

Councillors considered making a donation to Portreath Preschool in recognition of their assistance at the annual parish meeting of electors

Councillors unanimously **RESOLVED** to make a donation of £150.00 to Portreath Pre School in recognition of their assistance at the annual parish meeting of electors

**24157 To agree the date of the next meeting,** 1<sup>st</sup> July 2024, 6:30pm

Councillors agreed the date of the next full meeting of the council be Monday 1<sup>st</sup> July, 6:30pm.

The Clerk reminded councillors that an additional meeting of the Council on the 29<sup>th</sup> July 2024 would be necessary to cover off council business before the start of the summer holidays.

**24158 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

**24159 Consider options for IT back up support,** authorise any action and consider associated expenditure  
Councillors discussed the IT issues the Clerk had experienced in recent months and commented that it was unacceptable that the council did not have an IT support system in place.

Councillors discussed interim pay as you go support from three local IT specialists.

Cllr. Webb explained that with the potential of employing more staff in the future it was essential that a full IT support system was put in place. Cllr. Webb explained that they Cllr. Goodwin had agreed to look at the IT systems used by the council and write a specification for the support required to be approved by the council at a future meeting.

**24160 To approved expenditure for IT support with approved provider where required**

Members of Portreath Parish Council unanimously **RESOLVED** to approve expenditure for ad hoc IT support with one of the approved providers where required.

Councillors approved the local providers ICT4, NCI and CF Systems.

**24161 Close of Meeting**

The Chairman thanked everyone for their attendance and participation and closed the meeting at 19:58.

1<sup>st</sup> July 2024

Cllr. S. Nash