

Minutes for the FULL MEETING of PORTREATH PARISH COUNCIL
Held on Monday 1st July 2024, at St. Mary's Church Hall, from 6:30pm



Councillors: Mrs S. Nash, Mr. I. Stewart, Ms. J. Parker & 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
HOT	Heads of Terms
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

24183 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.

24184 To confirm the minutes of the full council meeting held on Monday 3rd June 2024

Councillors unanimously **RESOLVED** the minutes for the meeting held on 3rd June 2024 be signed as constituting an accurate record of proceedings.

24185 To Receive Apologies

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

24186 Declaration of Interests

None

24187 Chairman's Report

None

24188 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 representative of St Mary's Church informed the council of the appointment of the new Rector for the Parish of Illogan and extended an invite to councillors to the Licencing Service due to be held on the 1st August.

A parishioner connected they were pleased that the verges in the parish had not been trimmed. Cllr. Stewart confirmed that this was the decision of Cornwall Council.

The Parishioner asked who was responsible for the area by the Harbour where the plastic was coming up through the gravel.

The Clerk confirmed this was the responsibility of Cornwall Council and agreed to contact them for a solution.

A member of the public queried the details of the HOT agreement for the WAAF site. Cllr. Stewart confirmed that the Option agreement ends on the 27th October 2024.

24189 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 - July 24](#)

24190 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

The meeting noted the council's response to the 5 day notice for planning application PA23/08436 requesting the decision was made by the planning committee.

(d) To note any planning appeals

None

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

The meeting noted planning application PA24/04469.

24191 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 June 2024 balance of the current account stood at £24,597.22 and the balance of the Savings Account stood at £64,081.55. The bank statements for the month of June 2024 were signed by the Chairman.

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

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

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

Outlining the payment schedule the Clerk detailed payments made totalling £36,788.47 for the period 1st June 2024 – 30th June 2024 and payments totalling £19900.00 due for payment in the period 1st July 2024 – 31st August 2024.

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

iv) To note any income received

The meeting noted income totalling £7537.92, made up of £4.00 BOPP donations, £7097.56 VAT refund and £436.36 bank interest.

v) Budget Review

The Clerk outlined the council finances commenting that the 24/25 budget is extremely tight, however, to date the council is working within its budget. The Clerk informed the meeting that the CLUP grant and expenditure from this grant were recorded within the projects budget that would be reviewed later in the meeting.

(b) Staffing Committee

i) General Report

Signed 29th July 2024

The meeting noted Cllr. Webbs Report.

[Cllr. Webb's Report - July 24](#)

ii) **To review the Terms of Reference (TOR) for the Staffing Committee**

The Clerk recommended some minor amendments to the staffing committee TOR.

The meeting Resolved to approve the amendments to the Staffing committee TOR as recommended by the Clerk

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

i) **General report**

The meeting noted the Clerks Report.

[July 2024 - Clerks Report](#)

Then Clerk informed the meeting that the.gov.uk domain was now live and that the website could be accessed using the new domain, with the emails being activated as well, the Clerk informed the meeting that they would allocate the individual email addresses in the coming weeks.

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

The meeting noted Cllr. Webbs Report.

[Cllr. Webb's Report - July 24](#)

(e) **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 Report - July 24](#)

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

i) **General Update**

The meeting noted the apologies of the lead for the group, who had informed the meeting that they would be arranging a meeting with the CAWG impenitently as there was much work to be done.

ii) **To consider the CAWG joining the Forest for Cornwall – Free trees for Cornwall give away 2024**, authorise any action and consider associated expenditure

The meeting discussed the offer of free trees commenting hat people would need to find places withing their own properties to look after the trees as if planted on CC land heuy would likely be removed.

The CAWG members present agreed to come up with some social media advertising and the Clerk agreed to share this.

Cllr. Stewart commented that it was their intention to sew wildflower seeds behind the new office. The Clerk suggested buying additional seed and distributing to parishioners as this had been well received when the Jubilee seeds were distributed several years ago.

24192 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 that the building was more or less sticking to the schedule and that progress will be more visible with the block work now starting.

Cllr. Stewart commented that the council needed to consider how it would connect to the internet and if a telephone line was needed.

ii) **Budget review**

The Clerk outlined the expenditure on the project to date commenting that the project remained withing budget including expenditure allocated from the main budget project stream.

The Clerk confirmed that they had applied for the next £75,000.00 from the CLLUP grant.

b) Public Toilets

i) General Update

Cllr Stewart Update the meeting stating that:

- New plastic bins fitted in all the cubicles
- legionella water temperature and fire extinguisher checks done
- A cleanliness review had been undertaken with the contractor due to the toilets not being cleaned to a satisfactory level when inspected.

Cllr Stewart proposed that storage solutions be purchased for use in the service corridor. This was seconded by Cllr. Parker put to the meeting and carried unanimously.

c) WAAF Site

i) General Update

Cllr Stewart confirmed that the Knotweed had been treated following the last meeting.

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

The Chairman reminded the meeting that the decision whether to approve the planning application or not stood with CC Planning officers, and 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

The meeting noted Cllr. Webb's Report.

[Cllr. Webb's Report - July 24](#)

24193 To receive various items of correspondence, authorise any action and consider associated expenditure

a) Correspondence circulated by email

The meeting discussed an email from the Chestnut trust asking for donations. The meeting concurred that this was not an organisation who are currently supporting parishioners, but agreed to offer practical support in the way of meeting space once the community hub is open.

b) General correspondence

The meeting noted various correspondence outlined in the Clerks Report.

c) Correspondence received since the preparation of this agenda

- Invite to the Licencing Service for the New Rector of St Illogan Parish
- Request from WAAF Site neighbours to trim the access through the site. The Clerk agreed to arrange this work.

24194 To give consideration to any applications received for grants/donations

None

24195 To agree the date of the next meeting, 29th July 2024, 6:30pm

Councillors agreed an additional Full Council meeting on 29th July 2024 would be necessary to cover off council business before the start of the summer holidays.

24196 Close of Meeting

The Chairman thanked everyone for their attendance and participation and closed the meeting at 19:42.

29th July 2024

Cllr. S. Goodwin