

**Minutes of the FULL MEETING of PORTREATH PARISH COUNCIL  
on Monday 7<sup>th</sup> October 2024, at St. Mary's Church Hall, from 6:30pm**



Councillors: Mr. S Goodwin, Mrs S. Nash (from point indicated), Mr. I. Stewart, Ms. J. Parker, Mrs. G. Tull, Mrs. V. Webb and Mrs. A. Jarman  
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>HOT</b>	Heads of Terms
<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

**24242 Chairman's Welcome**

The Chairman welcomed councillors and members of the public to the meeting and 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 6 on the agenda.

**24243 To confirm the minutes of the planning meeting of the council held on Monday 23<sup>rd</sup> September 2024**

Councillors unanimously **RESOLVED** the minutes for the meeting held on 23<sup>rd</sup> September be signed as constituting an accurate record of proceedings.

**24244 To Receive Apologies**

The meeting noted apologies from Cllrs. J Tull, Hitchen and CC Crabtree. The meeting noted that Cllr. Nash had been delayed.

**24245 Declaration of Interests**

None

**24246 Chairman's Report**

The Chairman reported that on the 11<sup>th</sup> September they had the honour of representing the Parish and laying a wreath at the battle of Britain memorial service that took place in Illogan Church and RAF Portreath. This included a specific service in memory of Tom and Claude Gronert, twins, who both died within minutes of each other at the battle of Arnhem, 1944. It was a very moving afternoon.

**24247 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)**

None

**24248 To receive the report of Cornwall Councillor Dave Crabtree,** authorise any actions and consider any associated expenditure

The meeting noted the report provided by CC Crabtree.

[CC Crabtree's Report](#)

**24249 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 Chairman confirmed that the council had responded to the 5 day notice for planning application PA24/05868.

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

None

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

The meeting notes planning applications PA24/05156 and PA24/05427 had been approved.

**24250 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 30<sup>th</sup> September 2024 balance of the current account stood at £18923.31 and the balance of the Savings Account stood at £109,598.76. The bank statements for the month of September 2024 were signed by the Chairman.

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

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

Outlining the payment schedule the Clerk detailed payments made totalling £41,912.32 for the period 1<sup>st</sup> September 2024 – 30<sup>th</sup> September 2024 and payments totalling £14,110.00 due for payment in the period 1<sup>st</sup> October 2024 – 31<sup>st</sup> 2024.

Cllr. Tull 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 meeting noted income of £47,317.71 made up of the second instalment of the precept, £46809.00, £3.50 BOPP donations and £515.21 bank Interest.

**v) To review the 24/25 Budget**

The Clerk resented the budget commenting that the council was well within the budget to dat. But commented on how tight the budget was and there is little room for manoeuvre in the coming months. The clerk reminded the council that project expenditure was not included within these figures.

**vi) To receive the first draft of the 25/26 Budget**

The clerk presented the first draft budget to councillors. The clerks as ked that councillor look at the budget and associated paperwork and prepare themselves for the budgeting workshops that were due to be scheduled for the coming months.

**vii) To plan community engagement events to support the budget setting process for the year 25/26**

The Clerk recommend scheduling budgeting workshops on the following dates:

Monday 21<sup>st</sup> October at 6:30pm

Saturday 2<sup>nd</sup> November 9am – 12pm

Monday 18<sup>th</sup> November at 5:30pm

The Clerk recommended scheduling budgeting working group meetings on the following dates:

Monday 21<sup>st</sup> October at 7:30pm

18<sup>th</sup> November at 6:15pm

Councillors approved the recommendation and asked the Clerk to schedule meeting rooms for the workshops and working group meetings.

**(b) Staffing Committee**

**i) general update**

The Clerk update the meeting confirming that the staffing committee held a committee meeting on the 23<sup>rd</sup> September. The meeting finalised the need for further staff, a job description, personal specification, job title, a starting SCP, time scale for advertising and recruiting. The position had now been advertised and there had been some interest in the position. The Clerk informed councillors of the opportunities for the prospective applicants to meet the staff and councillors prior to this full council meeting and that there would be another opportunity for this to happen prior to the budgeting workshop scheduled for later in the month.

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

**i) General report**

- The Clerk reported that they were struggling to keep up with the work demands at present, due to the project build and the annual surge in work experienced in September and October.
- The Clerk asked for assistance with the preparations for the Remembrance Service and Parade, commenting that by the end of the week they would circulate a job list to councillors outlining the assistance required.

**ii) To note the change in interest rate from 01/11/2024 for the Unity Trust instant access account.**

The meeting noted the change in interest rate from 01/11/2024 for the Unity Trust instant access account.

**iii) To approve expenditure to engage a contractor to manage the Japanese Knotweed identified on the Duke of Leeds Land, authorise any action and consider associated expenditure**

Cllrs Webb and Stewart explained that Japanese Knotweed had been identified on the Duke of Leeds land during the recent inspections. The councillors explained the council's legal obligation to manage Japanese Knotweed on Council owned land.

Cllrs Stewart and Webb provided a quotation from a competent contractor to carry out the works required.

Members of Portreath Parish Council unanimously **RESOLVED** to instruct a competent contractor to manage the Japanese knotweed on the Duke of Leeds Land.

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

The Meeting noted Cllr. Webb's report.

[Cllr. Webb's Report](#)

The meeting noted the report from the community beat manager.

[Community Beat Manager's Report](#)

Cllr. Nash joined the meeting.

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

The Meeting noted Cllr. Webb's report.

[Cllr. Webb's Report](#)

The meeting agreed to ensure that the £200 donation to the netball project be ringfenced until the netball club have established their bank account for a period of up to 18 months from this date.

Cllr Webb asked for support from councillors with the working group. Cllr. Jarman agreed to join the working group. Cllr. Webb requested that a TOR document be drawn up for the working group.

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

With the absence of a lead for this working group Cllr. Stewart volunteered to update the CAP which was work that had been planned for the group.

**24251 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 gave a positive update on the progress of the new building stating that it was anticipated that the build would be complete and handed over to the council by the end of the week commencing 14<sup>th</sup> October, however he informed the meeting that this was relying on building control carrying out the final inspection, Cllr. Stewart commented that building control had not been reliable to date on the project.

Cllr Stewart explained that councillors would need to volunteer to assist with the building of the furniture for the office. Several councillors agreed to assist.

Cllr. Stewart informed the council that they needed to communicate with the Pod manager and the owners of the building to discuss the use of parish council land as access to a newly constructed storage facility.

**b) Public Toilets**

i) **General Update**

Cllr. Stewart confirmed that the toilets were now operating on low season opening with just two cubicles open daily.

Cllr Stewart informed the meeting that he had formed a working party with members of the public to maintain and clean the floor drains in the cubicles. Cllr Stewart thanked the members of the public who assisted.

c) **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**

None

ii) **To consider adopting the business case prepared by the working group**, authorise any action and consider associated expenditure

The Chairman gave a presentation summarising the previously circulated business case to councillors.

[Lighthouse Hill Acquisition Business Case](#)

[Lighthouse Hill Acquisition Business Case - Presentation](#)

Councillors considered the presentation and asked question of the working group. The working group offered suggestions for securing the site, the option of creating a 5 year plan for the site, and working with a 'friends of Lighthouse Hill' group to manage the asset.

Cllr. Stewart commented that the presentation put a positive spin on the proposal but did not properly highlight the costs of the project, questioned the future after the 5 year plan expires and where the working group would find volunteers to manage the asset being that it was difficult to find committed volunteers in the parish. Cllr Stewart commented that the council does not have the finances to take on another parcel of land that would likely turn to a liability as the council has experienced with other land devolved from CC.

The meeting concurred that the current state of the land was that it was naturally rewilding itself since vehicles had been stopped from using the parking area.

The working group commented that CC had agreed that there would be maintenance carried out on the land including fencing prior to any devolution deal being transacted. The working

group gave suggestions of ways to secure the entrance to the land that would not put the council under financial strain including using volunteer groups to carry out the works and indicated that was support from the community to form a friends of Lighthouse Hill group.

The Chairman summarised an option that was not included in the business case to do further research into costs for securing the site and seek commitment from volunteers to establish the friend of group. The Chairman suggested a timescale of a further 6 months to complete this further work.

The meeting agreed that if the commitment is forthcoming to establish a 'Friends of Lighthouse Hill' group who will commit to taking forward the ongoing management and any changes to the site at minimal cost to Portreath Council and council taxpayers within the 6 month time scale suggested by the Chairman the council would consider adopting a business plan for acquisition of the land know as Lighthouse Hill Amenity Area and Car Park.

**24252 To receive various items of correspondence**, authorise any action and consider associated expenditure

**a) Correspondence circulated by email**

None

**b) General correspondence**

**i) Arc of Attrition Event notification**

Councillors noted the event notification.

**ii) Silting of the Stream at Portreath (Open letter to Environment Agency)**

Councillors noted the letter they were copied into by a resident, and that CC Crabtree had addressed this in their report.

**iii) Reports of dog (potentially banned breeds) In Illogan woods**

Councillors noted the letter they were copied into by a resident.

**iv) Request from a parishioner that the verges at the WAAF Site to be trimmed.**

Councillors noted the request from a parishioner. The meeting noted that in order to enable councillors to make a fully informed decision at this meeting the clerk had requested that the working party, who were carrying out works at the WAAF Site to inspect the area and report back to me. The working party inspected the area, cleared any vegetation overhanging the highway and reported back that they believed that there were no further works required and supplied photographic evidence to support this.

The Clerk informed the meeting that the parishioner had subsequently undertaken the works themselves and was now suggesting that the council should foot the bill.

The Clerk confirmed that the parish council will not pay invoices for works that have not been approved by the council or those that do not have a supporting Purchase Orders and works by parishioners where permission had not been sought prior to works being carried out.

The Clerk advised that they had contacted Highways for advice and obtained the guide for landowners, commenting that the guide advised that trimming of verges, bushes and trees encroaching on the highway would need to be carried out of the vegetation growth was impeding the highway, causing obstruction or presented a safety issue. The council concurred that improving aesthetics was not a valid reason for approving expenditure to cut back the verges.

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

The Clerk informed the meeting that they had received an email from a resident of Chynance regarding double yellow lines. The Clerk commented that they will circulate the email and consider and response in due course.

**24253 To give consideration to any applications received for grants/donations**

None

**24254 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.

**24255 To consider the contract Litter Collecting in the Parish of Portreath for the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2026, authorise any action and consider associated expenditure**

Councillors debated the current contract and acknowledged the saving made over the summer months.

Councillors concurred that litter picking was the responsibility of CC and the cost of litter picking and disposal should not be falling to this council. Councillors questioned if parishioners would be happy if they knew the cost of litter picking to the parish. Councillors concurred that whilst setting the 25/26 budget the working group should explore parishioner thoughts on the matter.

Councillors further discussed the contract and agreed to continue with the current contract at the full current rates.

**24256 To consider quotations for works identified By Cornwall Highways under the S154 Notification and appoint a contractor to carry out the required tree works, authorise any action and consider associated expenditure**

The Clerk confirmed the details of the S154 notice. The Clerk confirmed that an invitation to quote had been sent out to a number of contractors and that 4 quotations had been received for consideration. The Clerk informed the meeting that during the period when the invitation for quotations was open there had been tree fall on the Duke of Leeds Land which included at least one of the trees identified by the S154 notice. Councillors acknowledged that some of the quotations had been received prior to the tree fall and some received after the tree fall, therefore they may not reflect the same works.

Taking this information into consideration Councillors studied the quotations and agreed an order of preferred contractor.

The meeting noted that it was likely that there would be further works required, following debate Members of Portreath Parish Council unanimously **RESOLVED** to work through the preferred contractors in order as earlier agreed by the meeting and arrange to meet with the contractors to clarify the full costs of the works due to the changes from the original quote request due to the recent storms and further council requirements with view of awarding the work to the first preferred contractor on the proviso that any additional works are not a significant additional cost.

**24257 Close of Meeting**

The meeting noted that date of the next full council meeting is Monday 4<sup>th</sup> November at 6:30pm. The Clerk reminded councillors the Budgeting workshop and working group meeting would be held on Monday 21<sup>st</sup> October, with an additional budgeting workshop scheduled for Saturday 2<sup>nd</sup> November.

The Chairman thanked everyone for their attendance and participation and closed the meeting at 20:49.

4<sup>th</sup> November 2024

Cllr. S. Goodwin