

**Minutes for the FULL MEETING of PORTREATH PARISH COUNCIL**  
**Held on Monday 3<sup>rd</sup> February 2025, at St. Mary's Church Hall, from 6:30pm**



Councillors: Mr. S Goodwin, Mr. I. Stewart, Mr. J. Tull, Ms. Julie Parker and Mrs. A. Jarman  
CC Crabtree  
7 Members of the Public  
Lucy Jose, Clerk to the Council  
Emma James, Assistant to the Clerk

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

**25017 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 the councillors was during the public participation session, item 6 on the agenda.

**25018 To confirm the minutes of the full council meeting held on Monday 13<sup>th</sup> January 2025**

Councillors unanimously **RESOLVED** the minutes for the meeting held on Monday 13<sup>th</sup> January 2025 be signed as constituting an accurate record of proceedings.

**25019 To Receive Apologies**

The meeting noted apologies from Cllrs Nash, Hitchen and G. Tull

**25020 Declaration of Interests**

None

**25021 Chairman's Report**

The Chairman noted that South West Water had offered to attend the Full Council meeting in April or to arrange a separate meeting before this. Councillors agreed that they would like a separate meeting with South West Water sooner than the April Full Council meeting.

**25022 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 member of the public asked what the South West Water was in relation to. The Chairman explained that it was a follow on from a letter of no confidence sent to South West Water in relation to sewage being deposited in the sea and was to give them the opportunity to provide a more detailed response.

A member of the public requested that when discussing membership of the WAAF Working Group that the Council consider the expertise that people could bring to the group such as in conservation or NDP matters.

A member of the public asked if there was an update on a meeting with the EA following on from their presentation at the January meeting. The Clerk advised that the EA would be attending the March Full Council meeting and that they had booked the community room for the day beforehand to hold an engagement event with the public.

A member of the public informed the meeting that the Community Speedwatch group were looking for more volunteers to enable them to cover a wider area and to enable them to hold more frequent sessions.

A member of the public expressed their disappointment that the WAAF Working Group Chairman was a member who lived very close to the site and that the meeting had not seemed to be advertised. The Chairman offered a response but the member of the public did not wish to have an answer.

**25023 To receive the report of Cornwall Councillor Dave Crabtree**, authorise any actions and consider any associated expenditure

The meeting noted [CC Crabtree's report](#).

**25024 Planning**

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

i) [PA24/00006/NDP | Redruth Neighbourhood Development Plan | Redruth Cornwall](#)

Members of Portreath Parish Council unanimously **RESOLVED** that Portreath Parish Council are concerned about the potential effects that development in Redruth may have on our parish. We understand and agree with the need for more housing and business development in the area, but there is no mention of any mitigating measures that would need to be taken by developers to combat both surface water runoff and sewerage volumes.

In section 4 sub section 4.15 it states that a further 1178 houses need to be built by 2030.

Therefore, in section 5.3 Housing, we believe that the mitigating measures need to be added to policies HS2, HS3 and similarly policy T4 Redruth Brewery Redevelopment site in section 5.4.

Policy BE 2 regarding new business development should also have this clause added.

We understand that a Strategic Flood risk assessment level 2 was prepared by the Redruth Regeneration group in 2010 and was initially to be included in the NDP, but as Cornwall Council never adopted it, there is no record of this and thus could not be used due to lack of evidence. We are informed by the Environment Agency that they have carried out many extensive studies from that time and in the years since that have calculated the effect of water coming from the Redruth catchment area that will affect Portreath. We ask that this information be obtained and included in the NDP.

In section 5.6 Transport, we support the policy TR2 supporting completion of the Tolgus Trail Phase 2 and thus the full route from Portreath into the centre of Redruth.

**(b) To give consideration as consultees to any planning applications received since the preparation of this agenda**

i) [PA25/00383 | Expansion of an existing caravan site to include the installation of 8 additional static caravans and amendments to a previously approved site layout | Land At River Barns Old Portreath Road Bridge Redruth Cornwall TR16 4QG](#)

Member of Portreath Parish Council unanimously **RESOLVED** that, as per the comment on the previous application, Portreath Parish Council is concerned regarding the cumulative impact of this development on the Portreath Stream and how the sewage from the development will be managed. Councillors are concerned that the impact of the runoff from the development could have on the Portreath Stream and ask that adequate flood attenuation measures are included in the design at this stage. Councillors request clarification of the arrangements for

the management of sewerage created by this development and ask that it is brought to your attention that the sewage treatment plant in Portreath struggles with current capacity.

- (c) **To give consideration to any planning applications referred to the council under the 5-day notice protocol**
- i) **PA24/07924 | Retrospective application on a timber structure used as an Annexe. | 2 Rookery Cottages Mile Hill Porthtowan Truro Cornwall TR4 8TY**  
Councillors agreed with the recommendations of the Planning Officer

- (d) **To note any planning appeals**  
None

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

PA24/09262 | Non material amendment in relation to Decision Notice PA23/07570 dated 29/11/23 | Upcycle Kernow CIC Unit 1 Palm Oasis Jacquemand Industrial Estate New Portreath Road Redruth Cornwall TR16 4FX

PA24/08497 | Proposed single storey rear extension and internal alterations | 3 Belerion Road Portreath Redruth Cornwall TR16 4PA

PA24/08037 | Moving and replacement of external staircase. Enlargement of a window opening to form a repositioned door. | Sandpiper Greenfield Terrace Portreath Redruth Cornwall TR16 4LY

**Closed Advice Given:**

PA25/00247 | The Electronic Communications Code (Conditions and restrictions) Regulations 2003 (as amended) Regulation 5 Notice of Intention to Install Fixed Line Broadband Apparatus | Street Record Railway Terrace Portreath Cornwall

**25025 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 1<sup>st</sup> February 2025 the balance of the current account stood at £24,174.08 and the balance of the Savings Account stood at £35,038.88. The bank statements for the month of January 2025 were signed by the Chairman

ii) **To approve the bank reconciliation for the month of January 2025**

The Clerk presented the Bank reconciliation for the month of January 2025 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> January 2025 – 31<sup>st</sup> January 2025 and authorise payment of invoices received, and payments scheduled for 1<sup>st</sup> February 2025 – 28<sup>th</sup> February 2025**

Outlining the payment schedule the Clerk detailed payments made totalling £7,272.19 for the period 1<sup>st</sup> January 2025 – 31<sup>st</sup> January 2025 and payments totalling £12,413.00 due for payment in the period 1<sup>st</sup> February 2025 – 28<sup>th</sup> February 2025

Councillors unanimously **RESOLVED** that the clerk line up payments as listed in the schedule.

iv) **To note any income received**

The meeting noted income of £9451.13 from a VAT reclaim.

**(b) Staffing Committee**

i) **General update**

The Clerk advised that she had undertaken Procurement training and the Assistant to the Clerk had undergone some Website training.

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

i) **General report**

The meeting noted the Clerk's Report.

**Clerks Report**

There had been a significant amount of work done to finalise the Grant claim for the new Parish Office and Community Hub.

ii) **To review and approve the Data Protection Impact Assessment for the Parish Office and Community Hub CCTV**

Councillors unanimously **RESOLVED** to adopt the Data Protection Impact Assessment for the Parish Office and Community Hub CCTV.

iii) **To review and adopt the CCTV Policy**

Councillors unanimously **RESOLVED** to adopt the CCTV Policy

iv) **To review and adopt the Keyholder Policy for the Parish Office and Community Hub**

Councillors unanimously **RESOLVED** to adopt the Keyholder Policy for the Parish Office and Community Hub

(d) **Police Liaison Report**, authorise any action and consider associated expenditure  
None

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

i) **General Update**

None

(f) **WAAF Site Working Group**, authorise any action and consider associated expenditure

i) **General Update**

None

ii) **To consider and approve a procedure for allocating places on the working group**

The Clerk recommended that:

- The priority for membership for the working group goes to parishioners
- Where there is more than one interested person per household that only one is considered for membership of the group
- The remaining interested in volunteering to join the group are selected by means of a random draw

(g) **Public Toilets**, authorise any action and consider associated expenditure

i) **General Update**

The Wallgate units have been serviced. The fixed price contract for the service comes to an end in April.

The blue service door was sticking, and it was suggested quotes for a new door be sought.

**25026 Update on projects for the year 24/25**, authorise any action and consider associated expenditure

a) **Parish Office and Community Hub**

i) **General Update**

- The Chairman thanked the Clerk for her work on the Grant application
- The Security system was going to be linked to the control centre
- Surveys were being requested and completed on the new building
- Lots of community groups were now using the room. Arrangements for access outside of office hours still needed to be investigated
- The Clerk suggested that a Working Group should be set up for Facilities
- The Chairman offered his thanks to Councillor Stewart for all his hard work in getting the project to completion

b) **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**

CC had advised the Council that as there was no public service being devolved to the parish it would be considered to be a transfer at undervalue. They considered the property had commercial value and would sell reasonably well at auction and, as such, had been instructed to proceed to offer it for sale by auction. The Council would be welcome to bid for the land when it was listed.

ii) **Resolve to defer progressing the project until Cornwall Council agree a deal under devolution for a nominal fee**

Councillors unanimously **RESOLVED** to defer progressing the project until Cornwall Council agree a deal under devolution for a nominal fee.

**25027 To receive various items of correspondence,** authorise any action and consider associated expenditure

a) **Correspondence circulated by email**

b) **General correspondence**

- ***Request from Marazion Town Council to consider a motion of no confidence in Cornwall Council's planning and enforcement department***

Councillors noted the request from Marazion Town Council

- ***Numerous requests to attend the WAAF Site Working Group meeting***

There had been numerous emails of interest from people to attend the WAAF Site Working Group. All interested parties had been replied to with details of the meeting.

- ***Safety of Lithium-ion Batteries Campaign***

Councillors noted the information on safety of Lithium-ion batteries.

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

- An email had been received regarding the parking bays on New Portreath Road. They had been referred to Cornwall Council
- LMP documents had been received and circulated from CC
- North Kerrier and East Penwith Trauma Informed Community Event was taking place on Tuesday 11<sup>th</sup> February 2025. If any Councillors were interested in attending, please let the Clerk know
- The CAP Community Capacity Fund had been reopened. Details would be put on the Council website and Facebook page

**25028 To give consideration to any applications received for grants/donations**

None

**25029 To agree the date of the next meeting,**

The meeting agreed the date of the next meeting be Monday 3<sup>rd</sup> March 2025 at 6:30pm

**25030 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**

Councillors 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

Members of the public left the meeting at 7.48pm

**25031 To approve the instruction of a contractor to carry out a legionella risk assessment on the building, authorise any action and consider associated expenditure**

Councillors unanimously **RESOLVED** to instruct local company Scientific Services to carry out a legionella risk assessment on the Parish Office and Community Hub building

**25032 Close of Meeting**

The Chairman thanked everyone for their attendance and participation and closed the meeting at 7.53pm.