

Minutes for the FULL MEETING of PORTREATH PARISH COUNCIL
Held on Monday 7th April 2025, at St. Mary's Church Hall, from 6:30pm



Councillors: Mr. S Goodwin, Mrs S. Nash, Mr. I. Stewart, Mr. M. Hitchen and Mrs. A. Jarman
CC Crabtree
Lucy Jose, Clerk to the Council
Emma James, Assistant to the Clerk

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

25065 Chairman's Welcome

The Chairman welcomed councillors to the meeting and outlined safety procedures.

25066 To confirm the minutes of the full council meeting held on Thursday 20th March 2025

Councillors unanimously **RESOLVED** the minutes for the meeting held on Thursday 20th March 2025 be signed as constituting an accurate record of proceedings.

25067 To Receive Apologies

The meeting noted apologies from Cllr J. Tull

25068 Declaration of Interests Members to declare disclosable pecuniary interests and non-registerable interests (including details thereof) in respect of any items on this agenda including gifts or hospitality exceeding £25.

None

25069 Chairman's Report

The meeting noted the Chairmans Report.

25070 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)

There were no members of the public present.

25071 To receive the report of Cornwall Councillor Dave Crabtree, authorise any actions and consider any associated expenditure

CC Crabtree gave his thanks to everyone for their support over the previous 4 years while he had been Cornwall Councillor.

25072 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

Cllr Hitchen declared an interest in this item and left the meeting

The meeting noted the notice of appeal in relation to planning application PA24/06191

Cllr Hitchen entered the meeting

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

The meeting noted that planning application PA24/08658 had been approved

25073 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 31st March 2025 the balance of the current account stood at £14,881.40 and the balance of the Savings Account stood at £85,292.99. The bank statements for the month of March were signed by the Chairman

ii) To approve the bank reconciliation for the month of March 2025

The Clerk presented the Bank reconciliation for the month of March 2025 to the meeting. This was approved by councillors and signed by the Chairman.

iii) To receive the Payment Schedule for the period 1st March 2025 – 31st March 2025 and authorise payment of invoices received, and payments scheduled for 1st April 2025 – 30th April 2025

Outlining the payment schedule the Clerk detailed payments made totalling £6,887.16 for the period 1st March 2025 – 31st March 2025 and payments totalling £22,420.00 due for payment in the period 1st April 2025 – 30th April 2025

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

iv) To note any income received

The meeting noted income of £50,264.11. Made up of £50,000 final CLUP Grant Payment, £10.00 donation to the Community Hub and £254.11 bank account interest.

(b) Staffing Committee

i) General update

None

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

i) General report

The meeting noted the Clerk's Report.

[Clerks Report](#)

ii) To approve the use of an online donations platform for the council to generate donations for their services, authorise any action and consider associated expenditure

Members of Portreath Parish Council unanimously **RESOLVED** the use of Gov.uk Pay to generate donations for their services.

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

The meeting noted that all toilets were now open for use every day. The new door for the service corridor would hopefully be installed next week.

(e) Update from the Love Portreath authorise any action and consider associated expenditure

None

(f) Update from the Facilities Working Group

- i) **To approve the Terms of Reference for the Facilities Working Group**, authorise any action and consider any associated expenditure
Members of Portreath Parish Council unanimously **RESOLVED** to adopt the Terms of Reference for the Facilities Working Group.
- ii) **General Update**
The [Facilities Working Group Meeting Notes](#) were noted.

- 25074 To give the Clerk Delegated Authority to add serving councillors to the banking mandate on appointment to the council**, authorise any action and consider any associated expenditure
Members of Portreath Parish Council unanimously **RESOLVED** to give the Clerk delegated authority to add serving councillors to the banking mandate on appointment to the council.
- 25075 To give the Clerk Delegated Authority to remove councillors as signatories from the banking mandate at the point they cease to be councillors**, authorise any action and consider any associated expenditure
Members of Portreath Parish Council unanimously **RESOLVED** to give the Clerk delegated authority to remove councillors as signatories from the banking mandate at the point they cease to be councillors.
- 25076 To adopt the updated Financial Regulations based on the NALC model document**, authorise any action and consider any associated expenditure
Members of Portreath Parish Council unanimously **RESOLVED** to adopt the updated Financial Regulations.
- 25077 To receive various items of correspondence**, authorise any action and consider associated expenditure
- a) **Correspondence circulated by email**
 - b) **General correspondence**
 - i. **Resident – Environment Agency Flood Alleviation Scheme for the Parish of Portreath**
The meeting noted the concerns and added that they supported what the EA were doing to mitigate the flood risk. The project is an EA project and therefore were not aware of any unintended outcomes. Members concurred the biggest unintended outcome would be doing nothing and the village flooding. Members noted that the feedback from residents was predominantly in favour of the scheme.
 - ii. **Resident – Planning Enforcement Query**
The meeting noted the request.
 - iii. **Member of the Public – Request for CCTV footage**
The meeting noted the request.
 - c) **Correspondence received since the preparation of this agenda**
The EA had requested to attend the May meeting. As there is a lot of business at the May meeting it was suggested that they attend before the meeting to give an update. They had also requested to speak to councillors earlier that day. It was agreed to meet with them at 1pm on Monday 12th May.
- 25078 To give consideration to any applications received for grants/donations**
None
- 25079 To agree the date of the next meeting**, 12th May 2025, 6:30pm
The meeting agreed the date of the next meeting be Monday 12th May 2025 at 6:30pm
- 25080 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.
- 25081 To consider and approve the draft licence agreement produced by the council's legal advisor with reference to formalising use of council land to access an adjoining building**, authorise any action and consider any associated expenditure
Members of Portreath Parish Council unanimously **RESOLVED** to approve the licence agreement produced by the council's legal advisor with reference to formalising use of council land to access an adjoining building with the amendment that the fee be changed to £10 per month.

25082 To approve the instruction of a contractor to collect the waste and recycling from the Parish Office and Community Hub, authorise any expenditure and consider any associated expenditure

Members of Portreath Parish Council unanimously **RESOLVED** to instruct DJM Gardening and Groundworks Solutions to collect the waste and recycling from the Parish Office and Community Hub on the condition that they can provide a waste transfer notice and a copy of their waste carrier licence.

25083 Close of Meeting

The Chairman thanked everyone for their attendance and participation and closed the meeting at 19.41.

DRAFT