

Minutes for the ANNUAL MEETING of PORTREATH PARISH COUNCIL
Held on Monday 12th May 2025, at St. Mary's Church Hall, 6:30pm



Councillors: Mrs S. Nash, Mr. I. Stewart, Mr. J. Tull, Ms. J. Parker, Mr. M. Hitchen and Mrs. A. Jarman
CC Crawford
6 Members of the Public
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

25084 To receive nominations for and appoint Chairman for the year 2025/26

Cllr Jarman nominated and proposed that members vote Cllr Stewart as Chairman for the year 2025/26. This was seconded by Cllr Nash and members voted unanimously that Cllr Stewart be installed as Chairman for the year 25/26

25085 Signature of Declaration of Office Register by newly appointed Chairman

Cllr Stewart signed the Declaration of Acceptance of Office Register, witnessed by councillors and the Clerk and Proper Officer.

25086 To receive nominations for and appoint Vice Chairman for the year 2025/26

The Chairman invited nominations for Vice Chairman. Cllr Jarman propose that Cllr Nash be nominated for this role. This nomination was seconded by Cllr Stewart, put to the meeting and carried unanimously.

25087 Chairmans Welcome

The Chairman welcomed those present to the meeting and explained the safety procedures.

25088 To receive apologies

The meeting noted apologies from Cllr. G. Tull.

25089 To receive Declarations of Interest

The Clerk declared an interest in item 31. E, i)

25090 Chairmans Report

The Chairman suggested that a letter of thanks be sent to Simon Goodwin to thank him for his time on the council and his hard work while Chairman.

It was noted that some councillors, as well as representatives of Love Portreath and Portreath Improvements Committee, had met with the EA this afternoon regarding the Flood Alleviation Project. The EA recognised that previously communication had not been as good as it should have been and they were currently working to improve this.

25091 To confirm the minutes of the meeting held on Monday 7th April 2025

Councillors unanimously **RESOLVED** the minutes for the meeting held on 7th April 2025 be signed as constituting an accurate record of proceedings.

25092 Public Participation Session when members of the public may raise matters with Councillors
 A representative from PIC requested that the council publicise their current tender for Green Spaces Maintenance and share this with other local parish councils to ask if they could also share the information.

25093 To receive the report of Cornwall Councillor Cliff Crawford authorise any actions and consider any associated expenditure
 Cornwall Councillor Cliff Crawford introduced himself. He advised he had no report to share yet and was currently in the process of undertaking 6 weeks of training to prepare him for the role. He was looking forward to working with the council in the future.

25094 To receive the report of Retiring Cornwall Councillor Dave Crabtree authorise any actions and consider any associated expenditure
[Retiring Cornwall Councillor Dave Crabtree Report](#)

25095 To confirm the Staffing Committee membership
 Councillors unanimously **RESOLVED** that membership of the staffing committee be Cllrs Nash, Stewart, Parker and J. Tull.

25096 To consider delegation arrangements to Staffing Committee
 Members of Portreath Parish Council unanimously **RESOLVED** to make no changes to the delegation arrangements to the Staffing Committee.

25097 To review the terms of reference (ToR) for the Staffing Committee
 Councillors unanimously **RESOLVED** to make no changes to the Terms of Reference (TOR) for the Staffing Committee.

25098 Review of Standing Orders
 Members of Portreath Parish Council reviewed the Standing Orders and unanimously **RESOLVED** to make changes to pages 14 and 18 as per NALC's updated document.

25099 Review of financial regulations
 Councillors unanimously **RESOLVED** a Review Page would be added to the financial regulations.

25100 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses
 The Council reviewed the arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses, noting:

Contractors:

M Southerden	Management of Public Toilets
Wallgate	Service Contract for hand wash units in toilets
Vodafone	Council Mobile Phone Monthly SIM only contract
BT	Broadband Supply
RelyOn Guarding & Security Service	Annual Alarm Monitoring & maintenance for Security & Fire Alarm
RelyOn Guarding & Security Service	Key Holding Service

Arrangements are currently in place with:

Diane Green	Payroll Support
BDO LLP	Auditor (external)
Barbara Goraus	Auditor (internal)
Vision ITC	Website Hosting, Data Back Up IT Support (inc. NDP website)
ICO	Registration as Data Controller

HMRC
 .Gov Pay System
 St Mary's Church
 Unity Trust Bank
 Lloyds Bank
 Pod Café
 DJM

PAYE
 Payment Link service
 Hall Hire for meetings and Community Catch Up
 Bank Accounts
 Unity Trust Multi-Pay Card
 Licence Agreement: access to parish council Land
 Waste and Recycling Collection



Regular suppliers included:

Octopus Electricity; Toilets paid by Direct Debit
 South West Water Business Water & Sewerage; Billed quarterly
 NEST Pensions; Monthly Direct Debit

25101 Review of representation on or work with external bodies and arrangements for reporting back

The Council reviewed representation on or work with external bodies and arrangements for reporting back, noting:

Body/Group/Organisation	Current Representation	Reporting Arrangements
North Kerrier & East Penwith Community Area Partnership	Cllr Stewart	Verbal report at meetings where required
Police Liaison	Cllr Jarman	Written report and verbal report at meetings and in between where required
Mining Villages Regeneration Group	Cllr Stewart	Verbal report at meetings where required

25102 Review of inventory of land and other assets including buildings and office equipment

Councillors reviewed the inventory of land and other assets including buildings and office equipment. The meeting **AGREED** that this record was an accurate inventory of the council's assets.

25103 Confirmation of arrangements for insurance cover in respect of all insurable risks

Members of Portreath Parish Council unanimously **RESOLVED** the arrangements for insurance cover noting that the policy had been updated to include the Portreath Parish Office and Community Hub.

25104 Review of the Councils Risk Management policy and register

The Clerk recommended the following amendments to the risk register:

Update Finance & Management page 3, add Chairmanship of working parties to be a councillor or council officer

Update Admin Cont. Page 8, to include community Hub as back up meeting venue

Update Assets & Property Page 12, Updates Notice boards to include council officers and councillors rather than just the Clerk

Update Assets & Property Page 13, Add section for parish office & community hub

Councillors unanimously **RESOLVED** to makes the changes to the risk register advised by the Clerk.

25105 Review of the Councils and/or staff subscriptions to other bodies

Councillors reviewed the council's and/or staff subscriptions to other bodies, noting:

Body/Group/Organisation	Membership Type	Annual Cost
Cornwall Association of Local Councils (CALC)	Council Membership	£562.13
National Association of Local Councils (NALC)	Council Membership	£102.42
Society of Local Council Clerks (SLCC)	Clerks Membership	£295.00
Mining Villages Regeneration Group	Council Membership	£100.00

25106 Review of the Councils complaints procedure

The council reviewed the Council's complaints procedure and unanimously **RESOLVED** to remove the reference to correspondence received by fax and to amend the section 'complaints against an officer of the council' to reflect the staffing committee structure.

25107 Review of the Councils policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11,20 and 21)

i) Review Freedom of Information Act Policy for Handling Requests for Information

Members of Portreath Parish Council reviewed the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation unanimously **RESOLVED** to make the following amendments:

- Add Review Page
- Format to bring in line with other council documentation
- Update the council contact information
- Update the cost of managing large requests in line with current legislation (increase from £20 per hour to £25 per hour)

ii) Adopt the Data Protection Policy

Councillors unanimously **RESOLVED** to adopt the Data Protection Policy.

iii) Adopt the Document Retention Policy

Councillors unanimously **RESOLVED** to adopt the Document Retention Policy.

25108 Review of the Councils policy for dealing with the press/media

i) Adopt Press and Media Policy

Members of Portreath Parish Council unanimously **RESOLVED** to adopt the Press and Media Policy.

25109 Review of the Councils employment policies and procedures

Councillors unanimously **RESOLVED** the Staffing Committee review the policies below:

- H&S Policy
- Dignity at Work Policy
- Disciplinary Policy
- Grievance Policy
- Training and Development Policy
- Equality and Diversity Policy

25110 Review of the Councils expenditure incurred under s.137 of the Local Government Act 1972

The Council reviewed the S137 expenditure for the year 24/25 noting:

Date	Amount	Particulars
24/05/2025	£100.00	Portreath School PTA
14/06/2025	£100.00	Portreath Preschool
14/06/2025	£50.00	Portreath School PTA
25/10/2025	£145.83	Royal British Legion
25/10/2025	£266.67	Royal British Legion
25/10/2025	£22.95	Royal British Legion
20/12/2025	£200.00	Illogan Sparnon Silver Band
Total	£885.45	

25111 Determining the time and place of ordinary meetings of the Council up to, and including, the next annual meeting of the Council

The Council **AGREED** that the dates for full council meetings for the year 25/26 be:

12 May 2025	Annual Meeting of the Council
2 nd June 2025	Full Council Meeting
16 th June 2025	Staffing Committee Meeting
7 th July 2025	Full Council Meeting
1 st September 2025	Full Council Meeting
15 th September 2025	Staffing Committee Meeting
6 th October 2025	Full Council Meeting
3 rd November	Full Council Meeting
1 st December 2025	Full Council Meeting
12 th January 2026	Full Council Meeting
2 nd February 2026	Full Council Meeting
2 nd March 2026	Full Council Meeting
13 th April 2026	Full Council Meeting
11 th May 2026	Full Council Meeting

25112 Review the document; Portreath Parish Council – Business Cessation Plan

Councillors reviewed the document; Portreath Parish Council – Business Cessation Plan and unanimously **RESOLVED** to make the following changes recommended by the Clerk:

- Pg. 1 add reference to Parish Office and Community Hub
- Pg. 2 bring scheme of delegation in line with the financial regulations as adopted 07/04/2025
- Pg. 4 add measures for the Parish Office and Community Hub
- Pg. 5 remove references to specific contractors and contracts

25113 To note the decisions made under the scheme of emergency delegation during the year 24/25

The meeting noted the decisions made under the scheme of emergency delegation during 24/25

Date	Reference	Details
07/11/2024	PPC24-001	Approval of work by Cormac to improve access and maintain the coast to coast trail on the Duke of Leeds Land
01/05/25	PPC25-001	Approval of the amendments/improvements of the bus stop on the B3300 by Cormac

25114 Planning

(a) To give consideration as consultees to:

[PA25/01502 | Construction of extensions to the rear elevation, and installation of solar PV panels to the front-facing South West elevation | 21 Greenfield Terrace Portreath Redruth Cornwall TR16 4LY](#)

Members of Portreath Parish Council unanimously **RESOLVED** to maintain their support for this proposal.

[PA25/02586 | Single storey side extension and rear link building, new window and roof to existing outrigger, minor alterations to external landscaping | 8 Bassett Terrace Penberthy Road Portreath Redruth Cornwall TR16 4LT](#)

Members of Portreath Parish Council unanimously **RESOLVED** to support this proposal.

(b) To give consideration to planning applications:

[PA25/02663 | Proposed change of use of land as extension to caravan site including installation of static caravans without compliance with condition 2 of decision PA21/10308 dated 21.04.2022 without compliance with condition 9 of decision notice PA24/04349 dated 02.09.2024. | Land Adjacent To River Barns Old Portreath Road Bridge Redruth Cornwall TR16 4QG](#)

Members of Portreath Parish Council unanimously **RESOLVED** to comment on the proposal with the following statement:

Portreath Parish Council is concerned regarding the cumulative impact of this development on the

Portreath Stream and how the sewerage from the development will be managed. Councillors are concerned that the impact 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 the sewerage created by this development and ask that it brought to your attention that the sewerage treatment plant in Portreath struggles with current capacity.

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

None

(d) To give consideration to any planning applications referred to the council under the 5-day notice protocol

None

(e) To note any planning appeals

[PA24/05868 | Sub-division and extension of existing dwelling to provide an additional dwelling | 15 Glenfeadon Terrace Portreath Redruth Cornwall TR16 4JX](#)

The Clerk declared an interest in this planning application and left the meeting.

Members of Portreath Parish Council noted the appeal.

The Clerk was invited to rejoin the meeting.

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

The meeting noted that planning applications PA25/00803 and PA25/01320 had been approved, and that advice had been given on application P25/02733.

25115 To note the report from the internal auditor authorise any action and consider associated expenditure
The meeting noted the report of the internal auditor. Cllr. J. Tull congratulated the Clerk on her hard work in assisting the internal auditor.

25116 To complete and approve the Annual Governance Statement for the year 2024/25
Cllr Hitchen proposed that the Annual Governance Statement be completed with the response yes to questions 1-8 and n/a to question 9. This was seconded by Cllr Nash and carried unanimously.
The Annual Governance Statement was signed by Chairman and the Clerk with councillors as witnesses.

25117 To approve the Accounting Statements for the year 2024/25
The Clerk presented the Annual Accounting Statements to members. Cllr. J. Tull proposed that the Annual Accounting Statement be signed by the Chairman as an accurate representation of this Council's finances. This was seconded by Cllr Jarman, put to the meeting and carried unanimously.
The Annual Accounting Statement was signed by the Chairman with the Clerk and councillors as witnesses.

25118 To confirm there is no conflict of interest with BDO LLP and Portreath Parish Council
Members of Portreath Parish Council unanimously **RESOLVED** to confirm there is no conflict of interest with BDO LLO and Portreath Parish Council.

25119 To RESOLVE that as the Council meets the conditions published in Article 2 paragraph 2 of the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (S12012/965) and adopts the General Power of Competence as provided in the Localism Act 2011 ss1-8. The declaration has effect until the Councils Annual Meeting 2026
Members of Portreath Parish Council unanimously **RESOLVED** that the Council meets the conditions published in Article 2 paragraph 2 of the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (S12012/965) and adopts the General Power of Competence as provided in the Localism Act 2011 ss1-8. The declaration has effect until the Council's Annual Meeting 2026.

25120 To reaffirm Portreath Parish Council's commitment to the Civility and Respect Pledge made at the meeting held on the 5th September 2022, authorise any action and consider associated expenditure

Councillors unanimously **RESOLVED** to reaffirm Portreath Parish Councils commitment to the Civility and Respect Pledge made at the meeting held on the 5th September 2022.

25121 To resolve to approve the use of the Statement of Assurance in conjunction with the Civility and Respect Pledge made by the council, authorise any action and consider associated expenditure

Members of Portreath Parish Council unanimously **RESOLVED** to approve the use of the Statement of Assurance in conjunction with the Civility and Respect Pledge made by the council.

25122 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 April 2025 the balance of the current account stood at £59,742.48 and the balance of the savings account stood at £85,292.99. The bank statements were signed by the Chairman.

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

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

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

Outlining the payment schedule the Clerk detailed payments made totalling £8,583.71 for the period 1st April - 30th April 2025 and payments totalling £22,240.00 due for payment in the period 1st May – 31st May 2025.

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

iv) To note any income received

The meeting noted income of £54,000 made up of the first instalment of the precept.

v) To note and approve the regular direct debit payments from the current account

The meeting noted and **APPROVED** the regular direct debit payments from the current account:

To	Frequency	Particulars	Amount
ICO	Annually	Annual Registration fee to ICO – Data Controller	£40.00
Octopus	Monthly	Monthly Electricity for Public Toilets	Variable
NEST	Monthly	Pension Contribution's for staff	Variable
Unity Trust	Monthly	Settlement of expenditure and monthly fees on the Unity Accounts	Variable
Lloyds Bank	Monthly	Multipay Card	Variable
Vodafone	Monthly	Mobile Phone contract sim	Variable
BT	Monthly	Broadband Connection	26.87 + VAT

vi) To approve the use of BACS and CHAPS payments

Councillors unanimously **RESOLVED** to approve the use of BACS and CHAPS payments to maintain smooth running of the councils' finances.

vii) Review of fees and charges

Councillors reviewed the fees and charges the council is committed to for the year 25/26.

To	Frequency	Particulars	Amount
ICO	Annually	Annual Registration fee to ICO – Data Controller	£40.00
Unity Trust Bank	Quarterly	Account Fees	£18.00
Octopus	Paid by monthly	Standing Charge	£0.6043
	DD	Unit Price/ KWH	£0.2861
South West Water	As billed quarterly	Water / Cubic Meter	£2.2371
		Sewerage/ Cubic Meter	£3.38746
		Standing charge (per year)	£73.37
Vision ICT	Annually	Website Hosting (PC website)	£175.00
	Annually	Website Hosting (NDP website)	£175.00
	Annually	SSL Certificate	£50.00
	Annually	Data Back up	£120.00
	Biannually	.gov domain fee	£60.00
	Annually	Email box accounts (x10 @ £20 per account)	£220.00
Barbara Gouras	Annually	Internal Audit	£180.00
BDO LLP	Annually	AGAR	£300.00
D Green	Annually	Payroll Support	£120.00
Lloyds Bank	Monthly	Multipay card fees	£3.00
Microsoft	Annually	365 and onedrive subscription	£89.99

(b) Clerks Report

The meeting noted the Clerks Report

[Clerks Report May 2025](#)

- The Clerk reported that there had been a £10 donation received over the weekend through the new gov.uk payment system.
- The Clerk reported that the EA held a meeting in the Portreath Parish Office and Community Hub which was attended by 11 representatives from PIC, Love Portreath, Portreath Parish Council and 1 resident.
- The Clerk reported the EA held a public briefing before the Annual Council Meeting that was attended by 45 members of the Public.
- The Clerk informed members of the PIC's The Millenium Hall Open Day would be taking place on Saturday 14th June. This would be an opportunity to engage with members of the public and give out copies of the Annual Report. The Clerk would arrange some activities. Members approved a small budget for this event.

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

The next meeting would be on the 19th May.

(d) Update from the Youth and Community Engagement Working Group

The membership and Terms of Reference for the Youth and Community Engagement Working Group would be reaffirmed at the next meeting.

(e) Update on the anti-dog fouling campaign

None

(f) Update on the Community Catch Up Group

The Community Catch Ups were going well and were well attended most weeks. Volunteers would be needed to cover whilst Cllr G. Tull was away and the catch ups would take a break during the school summer holidays.

(g) Update from the Portreath Climate Action Network, authorise any action and consider associated expenditure

The membership and Terms of Reference for the Portreath Climate Action Network would be reaffirmed at the next meeting.

(h) Update from the WAAF Site Working Group, authorise any action and consider associated expenditure

The membership and Terms of Reference of the WAAF Site Working Group would be reaffirmed at the next meeting.

25123 To note the casual vacancies arising from uncontested election, authorise any action and consider associated expenditure

The meeting noted two casual vacancies to fill arising from the uncontested election.

25124 To agree a program for the co-opting of councillors to fill the casual vacancies, authorise any action and consider associated expenditure

Councillors **AGREED** to advertise the vacancies and co-option protocol during May and June with a view to co-opt at the July meeting.

25125 To review the co-option policy, authorise any action and consider associated expenditure

Councillors reviewed the Co-option Policy and unanimously **RESOLVED** that no amendments were necessary.

25126 To review the Safeguarding policy, authorise any action and consider associated expenditure

Members of Portreath Parish Council reviewed the Safeguarding Policy and unanimously **RESOLVED** to update the policy to include the telephone number for: Safeguarding Office Hours – 0300 1234 131

25127 Update on projects for the year 25/26, authorise any action and consider associated expenditure

None

25128 To receive various items of correspondence, authorise any action and consider associated expenditure

a) Correspondence circulated by email

None

b) General Correspondence

- **Request for further information regarding the Environment Agency flood alleviation project for the parish of Portreath**

The meeting noted the council had responded to the email received following the advice of SLCC and CC Monitoring officer.

The Clerk informed the meeting that the resident had returned correspondence; however, this will be looked at in the coming days due to lack of capacity of the council officers as due to the need to prepare for the council's annual meeting.

c) Correspondence received since the preparation of this agenda

The meeting noted that 11 parishioners had emailed questions, queries and statements to the council for the attention of the EA. All had been forwarded to the appropriate people within the project team.

25129 To give consideration to any applications received for grants/donations

None

25130 To agree the date of the next meeting, Monday 2nd June 2025, 6.30pm.

Councillors agreed that the date of the next meeting be Monday 2nd June 2025 at 6.30pm.

25131 Close of meeting

The Chairman thanked everyone for their attendance and closed the meeting at 20.17.

2nd June 2025

Cllr. I. Stewart