

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



Councillors: Mr. I. Stewart, Mr. M. Hitchen and Mrs. A. Jarman
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

25174 Chairman's Welcome

The Chairman welcomed everyone to the meeting and explained the safety procedures.

25175 To confirm the minutes of the full council meeting held on Monday 16th June 2025

Councillors unanimously **RESOLVED** the minutes for the meeting held on Monday 16th June 2025 be signed as constituting an accurate record of proceedings.

25176 To Receive Apologies

The meeting noted apologies from Cllrs G. Tull, J. Tull, S. Nash, J Parker and Cornwall Councillor Cliff Crawford.

25177 Declaration of Interests

None

25178 Chairman's Report

The meeting noted the [Chairmans Report](#).

25179 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 wanted to thank Sasha from Gwel An Mor for all her hard work and wished her well on her future endeavours.

Questions were asked regarding the youth sessions. The public were advised that so far 4 of the 5 sessions funded by the Parish Council had taken place and reports had been received. There would be more details later in the meeting.

25180 To receive the report of Cornwall Councillor Cliff Crawford, authorise any actions and consider any associated expenditure

[Cllr Crawford's report](#) was read by the Clerk

25181 Planning

(a) To give consideration as consultees to:

- i) [PA25/03931 | Re-siting of previously approved dwelling and minor design changes | Tramside Farm Nancekuke Redruth Cornwall TR16 5UF](#)

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

(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

The planning appeal for PA24/07877 – 14 Forthvean had been dismissed.

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

The meeting noted PA25/02586 had been approved.

25182 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 2025 the balance of the current account stood at £48,144.01 and the balance of the Savings Account stood at £85,816.91. The bank statements for the month of June 2025 were signed by the Chairman

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

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

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

Outlining the payment schedule the Clerk detailed payments made totalling £6,045.76 for the period 1st June 2025 – 30th June 2025 and payments totalling £25,150.00 due for payment in the period 1st July 2025 – 31st August 2025

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

iv) To note any income received

The meeting noted income of £866.11 Made up of £6.58 from the Millenium Hall Open Day (preschool donations), £5.62 donations towards the public toilets, £25.00 donation for the Community Hub, £330.00 MVRG grant for youth outreach work and £498.92 bank interest.

(b) Staffing Committee

There were staff holidays coming up over the summer which would mean the office would be operating on reduced hours.

Annual and 6 month reviews would be taking place this month.

Health and Safety, Dignity at Work, Disciplinary, Training and Development, Equality and Diversity and Display Screen Equipment policies had been reviewed, and Sexual Harassment and Lone Worker policies had been adopted at the staffing committee meeting held on the 16th June.

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

i) General report

The meeting noted the Clerk's Report.

[Clerks Report](#)

(d) Update from Love Portreath

None

(e) YOUTH Engagement Working Group

i) General Update

4 sessions youth engagement sessions had been completed.

There had been some discussion about pop up events to be held over the summer.

Due to the limited meetings over the summer, delegated powers were given to the Clerk to use current budget and funds received from grant applications made to cover the cost of these events.

ii) **Update on Outreach Engagement sessions**

[Youth Report – 14/06/2025](#)

[Youth Report - 20/06/2025](#)

[Youth Report – 28/06/2025](#)

iii) **Update of funding for youth engagement sessions**

£1452 had been applied for from the Serious Violence Duty Grant

MVRG grant application for £330 was successful

4 Cornwall Councillors had committed £100 each towards funding further outreach sessions

Responses to letters to the school were received from [Redruth School](#) and [Pool Academy](#)

A stakeholders meeting was held on the 27th June that was attended by:

- 3 representatives of Devon and Cornwall Police: Camborne, Pool and Redruth Neighbourhood Policing Team
- Cornwall Council Community Link Officer
- Cornwall Council Community Safety Officer
- 4 Youth, youth worker
- Representative of PIC
- Representatives of PPC
- Representatives of the Youth Engagement Working Group

(f) **WAAF Site Working Group**

i) **General Update**

[WAAF Site Working Group Update](#)

ii) **To consider the council priorities for evaluation criteria for the options for the future of the WAAF Site**

It was agreed to defer this item until the next meeting.

(g) **Update from the Facilities Working Group**

i) **General Update**

There had been 6 x day (2 session) commercial bookings throughout June and July bringing in £300.00

The solar panels on the office building were now making more money than was being used.

Members unanimously **RESOLVED** that the Clerk investigate exporting the excess electricity to the grid.

25183 To consider and comment on the Cornwall Council Consultation: Draft Revised Street Trading Policy

authorise any action and consider associated expenditure

Members of Portreath Parish Council unanimously **RESOLVED** to comment:

The banning of single use plastics stands out as being particularly good – in line with our Climate Action Plan. It would be nice to see this extended to cafes offering takeaway items as well.

25184 To adopt the Council Volunteers Policy, authorise any action and consider associated expenditure

This item was deferred until the next meeting.

25185 To receive various items of correspondence, authorise any action and consider associated expenditure

a) **Correspondence circulated by email**

None

b) **General correspondence**

- **Request for trimming WAAF site access**

Officers were obtaining quotes for the trimming to be completed. A councillor had offered to undertake the work but was informed that all quotes must be submitted through the Clerk for Council approval.

- **Email regarding use of the public toilets by the construction team at a neighbouring work site**

The Clerk advised that she had been in touch with the owners of the site who had spoken to the workers.

- **YMCA Cornwall**

Members noted that this was a worthy cause but didn't appear to be something that benefited the residents of this parish.

- **Citizens Advice Cornwall**

It was noted that Citizens Advice had been helping residents of the parish.

c) Correspondence received since the preparation of this agenda

The Surf Life Saving Club had been in touch about their beach wheelchair. It had been donated to them, but they had no proper system in place for its use and were also covering the cost of its insurance. They requested that the Parish Council assist with the administration and storage of the wheelchair.

Members agreed that there was no suitable area for the wheelchair to be kept on parish council land and that the added workload of admin for the wheelchair should not be undertaken by the office staff.

25186 To give consideration to any applications received for grants/donations

Members of Portreath Parish Council unanimously **RESOLVED** to donate £100 to Citizens Advice Cornwall.

25187 To fill by co-option the casual vacancy of councillor

The Chairman thanked all the applicants for their interest and but noted that there were only two vacancies available. He encouraged whoever was unsuccessful in being co-opted to participate in future working groups of the council where their input would be very welcome.

i) Candidates to introduce themselves to Councillors (Maximum of 3 minutes each)

Three applications had been received. The Chairman invited the three candidates to introduce themselves to Councillors. Each candidate spoke explaining their qualification to be a councillor, their reasons for applying and what they could offer to the council.

ii) Questions to the candidates from Councillors (maximum of 3 minutes per candidate)

None

iii) Councillors to vote for the preferred candidates

Vote was by ballot.

In the first vote, Jess Cafe was voted to fill the first casual vacancy of councillor.

In the second vote, Dave Crabtree was voted to fill the second casual vacancy of councillor.

iv) Signature of Declaration of Office Register by newly appointed Councillors

Newly co-opted Cllrs. Jess Cafe and Dave Crabtree signed the Declaration of Acceptance of Office Register, witnessed by councillors and the Clerk and Proper Officer Lucy Jose.

25188 To agree the date of the next meeting, 1st September 2025, 6:30pm

The meeting agreed the date of the next meeting be Monday 1st September at 6:30pm

25189 Close of Meeting

The Chairman thanked everyone for their attendance and participation and closed the meeting at 19:49.

28th July 2025

Cllr. I. Stewart