

**Minutes of the FULL MEETING of PORTREATH PARISH COUNCIL
on Monday 1st December 2025, held at St. Mary's Church Hall, from 6:30pm**

Councillors: Mr. I. Stewart, Mr. M. Hitchen, Mr. D. Crabtree, Mrs. G. Tull, Ms J Cafe and Mrs J. Parker
8 Members of the Public
Lucy Jose – Clerk to the Council

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
PIC	Portreath Improvements Committee
PAL	Portreath Association Limited
CaP	Climate Action Plan
CAN	Climate Action Network
CAWG	Climate Action Working Group
WAAF	Women's Auxiliary Air Force
CIL	Community Infrastructure Levy
TOR	Terms of Reference
FOI	Freedom of Information
MSAS	Mobile Speed Activated Sign
LMP	Local Maintenance Partnership
SWCP	South West Coast Paths
PFRAG	Portreath Flood Resilience Action Group

25278 Chairman's Welcome

The Chairman welcomed councillors and members of the public to the meeting and outlined safety procedures to those present.

25279 To confirm the minutes of the additional full meeting of the council held on Monday 3rd November 2025

Councillors unanimously **RESOLVED** the minutes for the meeting held on 3rd November be signed as constituting an accurate record of proceedings.

25280 To Receive Apologies

The meeting noted apologies from Cllrs J. Tull, Jarman & Nash

25281 Declaration of interests Members to declare disclosable pecuniary interests and non-registerable interests (including the details thereof) in respect of any items on this agenda including any gifts or hospitality exceeding £25.
None

25282 Chairman's Report

The meeting noted the Chairmans Report. [Chairman's Report - December 25](#)

25283 Presentation from Sunny Corner Café on their plans for installing a sauna in Portreath, max 7-minute presentation, with a maximum of 3 minutes for Q&A

A representative of Sunny Corner Café and the Basset Arms addressed the meeting explain the rational and location of the proposed community sauna in Portreath. A representative of the sauna supplier gave a summary of their experience, the physical and mental health benefits of saunas. The representatives confirmed the structure would be within the curtilage of the Basset Arms and would be a temporary building designed to blend into the surrounding area.

25284 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 representative of PFRAG addressed the meeting stating that:

- A Letter drop to all houses in the village with information of the group and its aims was due to be complete this week
- Committee meeting had been held during November
- Representatives of PFRAG met with representatives of the EA including members of the design team
- PFRAG had identified a number of species not included in the EA ecology report
- PFRAG were liaising with the relevant officers at CC
- CC had advised there are grants available for householders for flood resilience measures
- Next Steps
 - o Ensure all affected residents are contacted
 - o Ensure all residents whose properties are directly affected have face to face meetings with the EA
 - o To lobby for the residents of Tregea Terrace to be invited to face to face meetings with the EA
 - o Organise a stakeholder meeting with relevant bodies, tentatively booked for the 22nd December, invitees will include Love Portreath, EA, CC, Parish Council

25285 To receive the report of Cornwall Councillor Cliff Crawford, authorise any actions and consider any associated expenditure

The meeting noted apologies from CC Crawford, the Clerk read the report sent via email. [CC Crawford - December Report](#)

25286 Planning

(a) To give consideration as consultees to:

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

i) [PA25/05447 | Prior approval for proposed conversion of an agricultural building to two C3 dwellinghouses | The Orchard Nancekuke Redruth TR16 5UJ](#)

The meeting noted the planning appeal lodged for application PA25/05447.

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

The meeting noted a certificate of lawfulness granted to planning application PA25/07269.

25287 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 November 2025 balance of the current account stood at **£63,241.87** and the balance of the Savings Account stood at **£86,303.60**. The bank statements for the month of November 2025 were signed by the Chairman.

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

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

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

Outlining the payment schedule the Clerk detailed payments made totalling £5048.99 for the period 1st November 2025 – 30th November 2025 and payments totalling £8570.00 due for payment in the period 1st December 2025 – 31st December 2025.

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

iv) To note any income received

The Clerk reported income of £26.42 made up of:

- 1.42 Donations towards the running of the public toilets
- £25.00 Community hub Booking Fees

v) To Note the price changes to the Octopus Electricity Tariff

The meeting noted the new pricing structure:

Electricity Standing charge (per day)

- Current prices until 30th November 2025 57.555p
- New prices from 1st December 2025 69.683p

Unit rate (per kWh) Y

- Current Price 27.248p until 30th November 2025
- New Price 29.016p from 1st December 2025

(b) Staffing Committee Update, authorise any action and consider associated expenditure

i) General update

The committee had hoped to have short listed a candidate but unfortunately this was not successful. The position will need to be readvertised.

- ii) To Ratify the decision made by the Clerk (informed by consultation with members) under delegated authority to extended application window for the job: Parish Council Support Officer be reopened**, authorise any action and consider associated expenditure
- Members of Portreath Parish Council unanimously **RESOLVED** to Ratify the decision made by the Clerk (informed by consultation with members) under delegated authority to extended application window for the job: Parish Council Support Officer be reopened,
- iii) To Ratify the decision made by the Clerk (informed by consultation with members) under delegated authority to amend advertising for the job: Parish Council Support Officer**

Members of Portreath Parish Council unanimously **RESOLVED** to Ratify the decision made by the Clerk (informed by consultation with members) under delegated authority to amend advertising for the job: Parish Council Support Officer

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

i) General update

The meeting noted the Clerk's report. [Clerks Report](#)

- The Clerk added that they were working beyond capacity at present due to the heavy workload and the loss of the assistant to the clerk. The Clerk asked for volunteers at assist with tasks around the office.
- The Clerk informed the meeting there would be a Christmas event at the coffee morning on the 11th December.
- The Clerk confirmed that the parish office would be closed from the 17th December – 5th January 2026 for the Christmas break.

- ii) To approve the purchase of the 14th edition of the book 'Charles Arnold Baker on Local Council Administration'**, authorise any action and consider associated expenditure
- Members of Portreath Parish Council unanimously **RESOLVED** to purchase of the 14th edition of the book 'Charles Arnold Baker on Local Council Administration'.

- iii) To Ratify the decision made by the Clerk (informed by consultation with members) under delegated authority allow the organisers of the Trembling Tram Event erect a decorated and lit Christmas Tree at the entrance of the Tram.**

Members of Portreath Parish Council unanimously **RESOLVED** to Ratify the decision made by the Clerk (informed by consultation with members) under delegated authority to allow the organisers of the Trembling Tram Event erect a decorated and lit Christmas Tree at the entrance of the Tram.

- (d) To consider options for the Community Highways Improvement Programme**, authorise any action and consider associated expenditure

The Chairman summarised the scheme.

The meeting looked at the suggested scheme from the highways manager at Mawla and dismissed their contribution, stating that councillors believed this should come directly from the highways budget as well as the works being predominantly outside of Portreath Parish.

Councillors considered alternate schemes and unanimously **RESOLVED** to enter an expression of interest to have a crossing point added along Penberthy Road opposite to the drop kerb at the Millennium Hall.

- (e) Update from Love Portreath CAN**, authorise any action and consider associated expenditure

The meeting noted the report from Love Portreath CAN. [Love Portreath CAN - Report December 2025](#)

- (f) YOUTH Engagement Working Group**

- i) General Update**

The Clerk update councillors that the final Chips and Chill of 2025 was well attended and the working group would meet early in the new year to plan youth engagement for 2026.

- (g) WAAF Site Working Group**

- i) General Update**

None

- ii) To consider the report of the working group with recommendations for the future of the WAAF site**, authorise any action and consider associated expenditure

The Chairman summarised the options explaining that the working group had recommend option 1b) for approval by the council.

The meeting discussed the pros and cons of using volunteers to maintain the land.

The meeting discussed an amalgamation of the options. The clerk advised that a clear proposal needed to be brought to the council if the idea was to amalgamate the options if the preferred option failed.

Following robust debate councillors concurred that in order to make a decision on the future of the WAAF site the council needed to be fully informed of the risks and liability of both the site as it stands and the risks and liability of the preferred options. The Clerk agreed to consult a competent H&S to carry out an assessment of risk on the land.

Councillors unanimously **RESOLVED** to defer making a decision on the future of the WAAF site until the council had the opportunity to complete its due diligence on the site.

- (h) Budgeting Working Group**

- i) General Update**

The Clerk reported that a further 2 budgeting workshops had been held in November. With just one member of the public engaging with the workshop on the 8th November.

The working group met on the 19th November and have worked on the draft budget to bring a recommendation forward to full council late in the agenda.

- (i) Tendering Working Group**

- i) General Update**

The Clerk update the meeting

- The council received 11 tenders for this contract.

- 7 of the tenders were scored. The remaining 4 either arrived after the deadline for submissions or did not meet the criteria for being scored.
- 3 members of the working group scored the tenders.
- The working group (5 Members) met to scrutinise the scores and comments and make a recommendation to full council.
- 3 further tenders were discounted due to not meeting the full criteria of the ITT
- Following further scrutiny members of the Tendering Working Group have come up with a recommendation for appointing a contractor for the contract which will be decided late on the agenda.

(j) Update from the Facilities Working Group

i) General Update

- The clerk reported that several requests for community bookings out of hours had been received.
- The Chairman commented that the new toilet doors were due to be fitter week commencing 8th December 2025.

ii) To ratify the decision made by the Clerk (informed by consultation with members) under delegated authority to purchase and install a key safe for the Community hub to facilitate a wider variety of bookings

Members of Portreath Parish Council unanimously **RESOLVED** to Ratify the decision made by the Clerk (informed by consultation with members) under delegated authority to purchase and install a key safe for the Community hub to facilitate a wider variety of bookings

25288 To Consider the LMP & SWCP initiatives for the year 26/27, authorise any action and consider associated expenditure

The Chairman summarised the LMP & SWCP Schemes, explaining that in the council has chosen not to participate in the scheme as the amount of money offered to carry out the work was not sufficient to engage contractors.

Following discussion Members of Portreath Parish council unanimously **RESOLVED** to reject the LMP offer for the year 26/27.

25289 To set the Budget for the year 2026/27

The Chairman outlined the budget setting process to date commenting that it was disappointing that so few parishioners have engaged with the process.

The Clerk confirmed that the first draft which had been brought to the October meeting had significantly been amended following the budgeting workshops, held on the 20th, 23rd October, 8th & 19th November.

The Clerk presented the draft budget and recommended that in order to continue to deliver its services Portreath Parish Council would require a budget of £227,251.00.

Councillors unanimously **RESOLVED** to approve the 26/27 Budget of £227,251.00. Cllr hitchen voted against the motion.

25290 To Set the Precept for the year 2026/27

The Clerk informed the meeting that it was forecast that the council would start the year 2025/26 with funds of £113,251.00

The Clerk advised that there was no other source of confirmed income for the year 2026/27 and that any donations received in the past must not be relied upon being replicated in the current financial climate. The Clerk advised that in order to meet the requirements of the proposed budget (agreed under agenda item 12, minute ref: 25289) it is recommended that this council raises the Precept to £114,000.00 a total increase of 5.56%.

A precept of £114,000.00 represents:	
A total increase on the 26/27 Precept of	£6000.00
Overall percentage % Increase	5.56%
Percentage Increase to the average Council taxpayer	2.70%
Actual increase for the average council taxpayer	£3.95 per year
	£0.33 per month
	£0.08 per week

Councillors **RESOLVED** to approve the Precept request of £114,000.00 for the year 2026/27. Cllr. Hitchen voted against the motion

Approved 2026/2027 Budget

25291 To receive various items of correspondence, authorise any action and consider associated expenditure

a) Correspondence circulated by email

None

b) General correspondence

- Introduction to Portreath Flood resilience Action Group

- Request for Meeting with Portreath Flood resilience Action Group

The meeting noted both items of correspondence from the PFRAG and asked the Clerk to respond with the following:

Dear PFRAG

Thank you for contacting Portreath Parish Council and for sharing your concerns regarding the Environment Agency project in the parish.

Portreath Parish Council is happy to meet with your group to listen to your views and understand the issues you wish to raise. We recognise the importance of ensuring that all voices in the parish are heard, and we appreciate the time and effort your group has invested in engaging with this matter.

However, the Council must remain impartial and act in the interests of all parishioners. As a local authority and a statutory consultee in the planning process, the Parish Council cannot be seen to work directly with, or align itself to, any particular action group or campaign. It is important that councillors do not predetermine their position on the project before all relevant information, evidence and consultations have been considered.

We would therefore welcome a meeting after the Christmas break for the purpose of hearing your concerns, noting them formally, and ensuring they form part of our understanding as the project progresses. Please let us know your availability for attending a meeting with council representatives.

Thank you again for contacting us. We look forward to hearing from you.

c) Correspondence received since the preparation of this agenda

The Chairman made councillors aware of correspondence between PPC and CC regarding business rates for the new office. The Clerk advised that they were actively working to ensure the building is exempt from business rates.

25292 To give consideration to any applications received for grants/donations

Councillors reflected on the request from parishioners for the council to financially support Portreath Preschool who are currently experiencing extreme financial hardship.

The Clerk informed the meeting that as the **Responsible Financial Officer**, they must ensure that all council spending represents a prudent and lawful use of public funds. While the parish council recognises the valuable role the preschool plays in our community, providing ongoing financial support to a charity that is currently not financially sustainable would not represent an appropriate use of public money.

Public funds must be allocated in a way that is transparent, accountable, and demonstrably in the best interests of the wider community. Subsidising a failing organisation—particularly where there

is no clear recovery plan or long-term viability—poses a significant financial risk and could set a precedent that the council cannot reasonably maintain.

For these reasons, I strongly recommend that PCC does not commit to subsidising the preschool, but remains willing to offer advice, and offer support to the committee to help them shape their business plan for to safeguard the future of the preschool.

The Clerk suggested that should councillor not follow their advice that any monies donated come with caveats that will steer the committee to making decisions that make the charity a financially viable Preschool.

Councillors agreed to invite the chair of the Preschool committee to a future meeting of the council to discuss.

25293 To agree the date of the next meeting, 12th January 2026, 6:30pm

Councillors agreed the date of the next full meeting of the council be Monday 12th January 2026, at 6:30pm.

25294 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 **RESLOVED** 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

25295 To appoint a candidate to the role of Parish Council Support Officer employed under the new model contract on SCP 5-6, authorise any action and consider associated expenditure

The Staffing Committee were unable to recommend a candidate to appoint to the role of Parish Council Support Officer. The meeting agreed to defer this business to a future meeting.

25296 To consider the recommendation of the Tendering Working Group for awarding the contract: Management of the Portreath Public Toilets: 1st April 2026 – 31st March 2029, authorise any action and consider associated expenditure

The meeting reflected on the earlier report from the tendering working group.

The tendering working group recommended having scrutinised the tenders in full that the council appoints the contractor: Diamond Cleaning Company. The working group commented that the contractor scored highly on the criteria with their experience, commitment to the CAP and fair pricing for the contract.

Members of Portreath Parish Council unanimously **RESLOVED** to accept the recommendation of the Tendering working group and award Diamond Cleaning Company the contract Management of the Portreath Public Toilets: 1st April 2026 – 31st March 2029,

25297 Close of Meeting

The Chairman closed the meeting at 20:38.

12th January 2026

Cllr. I. Stewart