

Minutes for the additional FULL MEETING of PORTREATH PARISH COUNCIL on Monday 28th July 2025, held at Portreath Community Hub, Sea Front, Portreath 6:30pm

Councillors: Mrs S. Nash, Mr. I. Stewart, Mrs. A. Jarman, Mr. D. Crabtree & Miss. J. Cafe
CC Crawford
0 Members of the Public
Lucy Jose, Clerk to the Council

Abbreviations:

CC	Cornwall Council
EA	Environment Agency
SSW	Soth West Water
PPC	Portreath Parish Council
MVRG	Mining Villages Regeneration Group
PIC	Portreath Improvements Committee
CALC	Cornwall Association of Local Councils
WAAF	Women's Auxiliary Air Force
GRP	Glass Reinforced Plastic

25190 Chairman's Welcome

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

25191 To confirm the minutes of the additional full meeting of the council held on Monday 7th July 2025

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

25192 To Receive Apologies

The meeting noted apologies from councillors J. Tull, G. Tull, M Hitchen and J. Parker.

25193 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

25194 Chairman's Report

The Chairman reported that they, the Clerk 2 representatives of Love Portreath and one member of the public attend a meeting with South West Water on the 14th July to discuss the plan for reducing the number of CSO happening at the Bridge pumping session.

25195 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)

CC Crawford gave a report on his work for the previous month. [CC Crawford - Report](#)

25196 Planning

(a) To give consideration as consultees to:

- i) [PA25/05000 | Loss of existing roof covering due to high winds in recent storm event and replacement with new to comply with current building regulations necessitating an increase in roof height of approximately 140mm | Morwetha Lighthouse Hill Portreath Redruth Cornwall TR16 4LH](#)

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

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

The meeting noted the appeal for application PA24/07924.

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

None

25197 To receive the following reports, authorise any action and consider associated expenditure

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

The meeting noted the Clerks report. The Clerk reminded Councillors that they must all be using their .gov email addressed by the 1st of September 2025 and urged those who had not yet booked code of conduct training to do so as a matter of urgency.

Clerk's Report

(b) YOUTH Engagement Working Group

i) General Update

The Clerk updated Councillors.

- 7 outreach session had now taken place.
- PIC have donated £660 to fund further outreach sessions and pop-up events throughout the summer.
- The working group met on the 23rd July and are planning a series of pop-up event towards the end of the holidays including a graffiti workshop, food event, DJ workshop and a drop-in session with free pool at the end of the summer.
- Confirmation of dates and details of the events will follow as they are confirmed.
- DBS Checks for all working group members were being carried out by 4Youth be your change.

Members of Portreath Parish Council unanimously **RESOLVED** to fund all youth volunteers signing up to the DBs update service.

ii) Update the membership of the working group

Cllr Cafe joined the youth engagement working group

(c) Update from the Facilities Working Group

i) General Update

The Clerk informed the meeting:

- That £92.92 had been received through the .gov payment links with donations towards the upkeep of the public toilets. Only £5 received in July 2024 with the BOPP service.
- The cleaning contractor had been engaged 3 times following paying bookings of the community hub. Invoices to follow.
- Invoices had been sent totalling £275 for community room bookings and that there were a further 8 sessions (4 days/£200) of commercial booking upcoming in September.
- That £4.87 had been received through the .gov payment links with donations towards the upkeep of the Community Hub.

The Chairman advised that the Clerk was arranging for a formal valuation of the office, in order to apply for business rate relief on the building.

ii) Consider a plan to replace the doors to the individual cubicles of the public toilets

The Chairman explained that the current cubicle doors were at the end of their useful life and need replacing. The current doors had been installed in late 2020 at a cost of circa £5700.

The Chairman explained that the door locks had been an ongoing issue and that they had frequently needed to be replaced or repaired and that replacement locks were not 'off the shelf'.

The Chairman summarised the cost of the options for replacing the doors including:

- UPVC - costing approximately £7000.00
- Aluminium Frame with GRP Panels - costing approximately £24500.00
- Marine grade steel (like for like)- costing approximately £28,000.00
- Marine grade steel with card payment system- Costing approximately £38,000.00

The meeting noted that the card payment system would also incur approximately £1500 of electrical installations works, and fee of £10 per month per unit, and a 2.95% transaction charge.

The Clerk advised that there was no current budget for replacing the cubicle doors.

The Clerk suggested that at present there was approximately £20,000.00 free reserves available, £4000.00 in the projects budget that had previously been allocated to the lighthouse hill project and £10,000.00 in the future projects budget. Which could possibly be used for replacing the toilets doors in 25/26 budget. The Clerk however advised caution in spending earmarked reserves and all of the free reserves.

The clerk advised that the approximate cost of each option to council taxpayer is:

- UPVC doors £10 per household
- Aluminium Doors £35 per household
- Steel Doors £40 per household
- Steel door with payment system £54 per household

The clerk advised that adding the cost to the 26/27 precept would have the following impact:

- UPVC 7% increase
- Aluminium Doors 23 % increase
- Steel Doors 27% increase
- Steel door with payment system 35 % increase

Councillors discussed the potential cost of the options cost of the options and concurred that the doors needed replacing as a matter of urgency.

Cllr. Crabtree suggested the possibility of a Public Works Board Loan to cover the cost of the steel doors and a payment system.

Cllr Nash summarised the discussion suggesting that the council could not afford the steel doors at present, but the council should work towards saving for steel replacement doors with the possibility of a charging system, and in the meantime replace the doors with UPVC or similar alternative to keep the cubicles serviceable.

The meeting noted a full proposal would be brought to the council in due course.

Cllr. Jarman volunteered to seek prices for a composite door as an alternative to UPVC.

- iii) **To gather councillor's views on the matter of charging for the use of the public toilets**
Councillors noted that 25/26 budget for the public toilets is £30,856.00.

Following discussion, it was gleaned that of the councillors present:

- Three were in favour of charging for the facilities using a card payment system
- None were in favour of keeping the toilet free to use
- Two were in favour of continuing to ask for donations towards the running of the public toilets.

The clerk advised that any decision to start charging for the toilet facilities needed to be informed by the community and strongly advised that before making any decision on this matter a full public consultation takes place.

25198 To note works that have been undertaken as WAAF site and resolve a course of action, authorise any action and consider associated expenditure

The Clerk explained that the contractor, M A N FARMS had carried out the works to trim the access road through the WAAF site and had invoiced the council £275 + VAT for these works.

The Clerk confirmed that the Chairman had instructed these works to be carried out believing that the council would not be charged for the works, following discussion at the end of the last council

meeting where the contractor was present and involved in discussion and where the impression was given by the contractor that they would not charge for the works.

The meeting noted that the contractor was present at the council meeting on the 7th July and had been specifically informed by the Clerk that all quotes must be submitted through the Clerk for the Council's approval as per the financial regulations of the council.

The meeting noted that following completion of the works the contractor had submitted an email outlining the cost of the works for payment. The Clerk advised the contractor that as they had not followed the proper procurement procedures as per the council financial regulations no payments would be made.

The contractor telephoned the Clerk and insisted that a contract was in place with the council due to the Chairman authorising the works and that if the council did not pay the bill the contractor would take the Council to court to reclaim the expenses. The Contractor told the Clerk they would be responsible attending court, and they would be responsible for explaining the court costs to Councillors when the contractor won the case.

The contractor emailed evidence of court proceedings to the Clerk and a further invoice with added court fees and daily interest included.

The Clerk advised councillors they had sought advice from CALC on the matter.

The Clerk reported that CALC had advised, that as the Chairman had authorised the work the contract with M A N Farms was binding and that it was advisable to pay the invoice, with a note that no further or retrospective works would be paid for unless there had been approval of the full council and the proper procurement process had been followed.

The Clerk reported CALC had noted that Contractor had used their position as councillor to get the Chairman to agree to works which the council had been given the impression would be carried out free of charge.

The Clerk reported CALC had advised that the Councillor who is the contractor with M A N Farms has a pecuniary interest in the item when discussed at the council meeting and that CALC advised that failure to declare an interest in the matter and leave the meeting whilst it was discussed could result in a complaint being filed with the monitoring officer.

The Clerk reported CALC had advised that the Clerk reiterate to all councillors that the only person to approve works and contracts on behalf of the council is the Clerk, even in the case of the works being voluntary or free of charge.

The Clerk clarified that the work were not emergency works and that as reported at the last meeting the Assistant to the Clerk had been instructed to gather quotations for the works.

The Clerk suggested that the council has two options

- a) To pay the invoice as advised by CALC
- b) To fight the Claim made through the small claims court.

Councillors debated the matter and concurred that the impression had been given by the contractor that the works would be carried out free of charge. Councillors considered the options and the advice of the Clerk and CALC.

Members of Portreath Parish Council **RESOLVED** to pay the invoice provided by M A N Farms, with the advice to the contractor that they would not be paid for any further or retrospective works that have not followed the procurement rules set in the Council's Financial Regulations, subject to the council carrying out due diligence on the contractor including verifying the business and VAT number.

The Clerk reminded Councillors of the importance of following the Financial Regulations and ensuring that they are not enticed into agreeing or signing contracts on behalf of the council, and that all orders for work on behalf of the council must come from the Clerk.

25199 To agree the date of the next meeting, 1st September 2025, 6:30pm

Councillors agreed the date of the next full meeting of the council be Monday 1st September 2025, 6:30pm

25200 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 the Portreath Parish Council Staffing Committee 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.

The Chairman thanked for their contribution and CC Crawford left the meeting.

25201 To consider purchasing professional acoustic panels to reduce the echo in the community hub,

authorise any action and consider associated expenditure

The meeting considered the quotations for acoustic panels for the Community Hub.

Following Discussion Members of Portreath Parish Council **RESOLVED** to purchase acoustic panels from Hush Acoustics at a cost of £1141. + VAT.

25202 Close of Meeting

The Chairman thanked councillors for their attendance and participation and closed the meeting at 20:00.

1st September 2025

Cllr. I. Stewart