

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



Councillors: Mr. I. Stewart, Mrs. S. Nash, Mr. M. Hitchen (until point indicated), Ms J. Parker, Mrs. A. Jarman, Miss. J. Cafe and Mr. D. Crabtree
CC Crawford
1 Member 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

25221 Chairman's Welcome

The Chairman welcomed everyone to the meeting.

25222 To confirm the minutes of the full council meeting held on Monday 1st September 2025

Councillors unanimously **RESOLVED** the minutes for the meeting held on 1st September 2025 be signed as constituting an accurate record of proceedings.

25223 To Receive Apologies

The meeting noted apologies from Cllrs J. Tull and G. Tull.

25224 Declaration of Interests

None

25225 Chairman's Report

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

25226 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)
None.

25227 To receive the report of Cornwall Councillor Cliff Crawford, authorise any actions and consider any associated expenditure
The meeting noted [CC Crawford's report](#)

25227 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**

The meeting noted the appeal for EN24/00205.

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

The meeting noted that applications PA25/05000 & PA25/03931 had been approved and that Planning permission was required for applications PA25/05907 & PA25/05447.

25229 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 September 2025 the balance of the current account stood at £77,083.32 and the balance of the Savings Account stood at £86,303.60. The bank statements for the month of September 2025 were signed by Cllr Nash.

- ii) **To approve the bank reconciliation for the month of September 2025**

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

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

Outlining the payment schedule the Clerk detailed payments made totalling £8,003.67 for the period 1st September 2025 – 30th September 2025 and payments totalling £10,485.00 due for payment in the period 1st October 2025 – 31st October 2025.

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

- iv) **To note any income received**

The meeting noted the following income:

£54,000.00	2 nd instalment of Precept
£100.00	Coodes Solicitors (refund of unallocated fees, WAAF SITE)
£4.90	Public donations to parish toilets
£1500.00	PAL donation towards running toilets
£400.00	Cllrs Community Chest funds for youth work
£486.69	Bank Interest

- v) **To note the Unity Trust change in interest rate from 23rd November 2025**

Councillors noted that the existing gross rate/ AER of 2.25%/2.27% would be changing to 2.10%/2.12% from the 23rd November 2025.

- vi) **To review the 25/26 budget**

Members of Portreath Parish Council reviewed the [2025/26 budget](#).

- vii) **To receive and consider the Draft Budget for the year 2026/27,** authorise any action and consider associated expenditure

Councillors received the [Draft Budget](#) for the year 2026/27.

- viii) **To form a budgeting working group for the process of budgeting for the year 26/27,** authorise any action and consider associated expenditure

Members of Portreath Parish Council **RESOLVED** to form a budgeting working group to lead the process of forming the 26/27 budget and precept for approval of the full council at their meeting scheduled for the 1st December 2025.

Members of the working group would be Cllr Stewart, Crabtree, J. Tull, Nash and the Clerk.

ix) To approve the Terms of Reference for the Budgeting 26/27 Working Group

The meeting unanimously **RESOLVED** to approve the Terms of Reference for the Budgeting 26/27 Working Group

x) To plan community engagement events to support the budget setting process for the year 26/27, authorise any action and consider associated expenditure

Members of Portreath Parish Council unanimously **RESOLVED** to allocate a budget of a maximum of £150 from the community engagement budget to support the budget setting process of the year 26/27.

Suggested dates for the community engagement events were:

20/10/2025 – 7pm to 8pm (TBC) in the Community Hub

23/10/2025 – 11 to 12 noon in the Community Hub as part of Coffee Morning

08/11/2025 – 9am to 12noon Budgeting Brunch

Cllr Hitchen left the meeting at 19:10.

(b) Staffing Committee

Staff appraisals were now complete. The Staffing Committee meeting which had been scheduled for the 29th September would now be rescheduled due to the timescales for appraisals. The meeting would now be held on Monday 20th October 2025.

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

i) General report

The meeting noted the Clerk's Report.

Clerks Report

The Assistant to the Clerk had been liaising with the IT company to find the most cost-effective method of maintaining the NDP website. The item would be on the agenda for the next meeting.

The Clerk asked for the meeting to consider purchasing Christmas trees for the Parish Council and Portreath School. She would get quotes and bring them to the next meeting.

ii) To consider submitting an expression of interest to the Office of the Police and Crime Commissioners CCTV funding scheme to enhance the CCTV provision of the Parish Council, authorise any action and consider associated expenditure

Cllr Jarman agreed to look into this matter further.

iii) To approve the purchase of a full set of XL toner cartridges for the office printer, authorise any action and consider associated expenditure

Members of Portreath Parish Council unanimously **RESOLVED** to approve the purchase of a full set of XL toner cartridges for the office printer.

iv) To consider creating a Community Awards scheme for outstanding parishioners to be award at the Annual Parish meeting, authorise any action and consider associated expenditure

The Clerk recommended 2 awards for outstanding parishioners. The Patrick Kessel Award for Community Service to recognise those who go above and beyond for the community, and the Portreath Youth Award for Community Service to recognise people under 18 years of age who go above and beyond for the community.

Members unanimously **RESOLVED** to create a Community Awards scheme for outstanding parishioners to be award at the Annual Parish meeting. The Clerk would look into options for trophies.

v) To approve the holding of the Community Event 'Trembling Tram' on Parish Council owned land, authorise any action and consider associated expenditure

Noting that the organisational team had appropriate insurance and risk assessments in place the meeting unanimously **RESOLVED** to approve the holding of the Community Event 'Trembling Tram' on Parish Council owned land.

- vi) **To consider the purchase of appropriate Chains of Office**, authorise any action and consider associated expenditure
 Members of Portreath Parish Council unanimously **RESOLVED** to purchase appropriate Chains of Office.

(d) Update from Love Portreath

The meeting received a written report from [Love Portreath](#)

(e) YOUTH Engagement Working Group

Chips and Chill

3 sessions had been held so far and were proving popular with a nice range of ages attending. Sessions would be continuing every 2 weeks with the days changing to Friday in November.

Christmas Party

Following on from their collaboration with the Parish Council to hold workshops over the summer, Truro Nourish Hub were organising a Christmas Party on the 6th December 2025 which would be free entry for those wishing to attend.

(f) WAAF Site Working Group

An update on the WAAF Site Working Group was included in the [Chairmans Report](#)

(g) Update from the Facilities Working Group

i. General Update

The public toilets had suffered from some small maintenance issues – an electrician was due to attend. The new doors would hopefully be ready to install by the end of October.

ii. To consider the alternative option for security services for the parish office and community hub, authorise any action and consider associated expenditure

Members of Portreath Parish Council unanimously **RESOLVED** to cancel their current contract with Rely-On security services for the parish office and community hub. Services would be passed to GSD and upgrades to the security system would be installed as recommended.

25230 To consider the contracts which are up for renewal 01/04/2026 (Management of the Portreath Parish Public Toilets: Portreath , authorise any action and consider associated expenditure

a) To confirm the need for the contract: *Management of the Portreath Parish Public Toilets: Portreath, for the period 01/04/26 – 31/03/29*

The meeting unanimously **RESOLVED** to confirm the need for the contract: *Management of the Portreath Parish Public Toilets: Portreath, for the period 01/04/26 – 31/03/29*

b) To appoint a working group to prepare tender documents, contracts and timescales for the contract: *Management of the Portreath Public Toilets: Portreath, for the period 01/04/26 – 31/03/29*

Members of Portreath Parish Council unanimously **RESOLVED** to appoint a working group to prepare tender documents, contracts and timescales for the contract: *Management of the Portreath Public Toilets: Portreath, for the period 01/04/26 – 31/03/29*

Cllrs Stewart, Crabtree, J. Tull, Nash, Cafe and Jarman and the Clerk would comprise the working group.

c) To approve the Terms of Reference for the Tendering Working Group: *Management of the Portreath Public Toilets: Portreath, for the period 01/04/26 – 31/03/29*

The meeting unanimously **RESOLVED** to approve the Terms of Reference for the Tendering Working Group: *Management of the Portreath Public Toilets: Portreath, for the period 01/04/26 – 31/03/29*

d) To approve a date for an additional full meeting of the council to approve the tendering process for the contract: *Management of the Portreath Public Toilets: Portreath, for the period 01/04/26 – 31/03/29*

Members of Portreath Parish Council **RESOLVED** for an additional full meeting of the council to approve the tendering process for the contract: *Management of the Portreath Public Toilets: Portreath, for the period 01/04/26 – 31/03/29* to be held on Monday 20th October 2025.

25231 To note the outcome of the application to deregister 14.517 hectares of land at Nance Woods, Portreath, from the Register of Common Land, authorise any action and consider associated expenditure The outcome of the application to deregister 14.517 hectares of land at [Nance Wood](#), Portreath, was noted.

25232 To adopt the IT Policy

Members of Portreath Parish Council unanimously **RESOLVED** to adopt the IT Policy.

25233 To receive various items of correspondence, authorise any action and consider associated expenditure

a) Correspondence circulated by email

None

b) General correspondence

- **Various correspondence regarding the Environment Flood Alleviation Project, received prior to the EA Community Engagement Day**

The meeting agreed that as the Environment Flood Alleviation Project was not a Parish Council project that they would respond for all correspondence to be referred to the EA.

- **Speeding vehicles through the centre of Portreath**

Issues with speeding vehicles through the centre of Portreath would be raised with the Highways Manager at an upcoming meeting.

c) Correspondence received since the preparation of this agenda

Portreath Pre-School had sent their thanks for the donation made by the Parish Council from funds raised at the opening of the Millennium Hall.

25234 To give consideration to any applications received for grants/donations

Members of Portreath Parish Council unanimously **RESOLVED** to donate £130 to the Trembling Tram. The Clerk would order the equipment that had been requested.

Members of Portreath Parish Council unanimously **REOLVED** to donate £200 to Truro Nourish Hub.

25235 To agree the date of the next meeting

The meeting agreed the date of an additional meeting of the Parish Council and Staffing Committee on Monday 20th October 2025.

The next Full Council meeting would be Monday 3rd November 2025.

25236 Close of Meeting

The Chairman thanked everyone for their attendance and participation and closed the meeting at 20:25.

20th October 2025

Cllr. I. Stewart