

Minutes for the FULL MEETING of PORTREATH PARISH COUNCIL
Held on Monday 12th January 2026, at St. Mary's Church Hall, from 6:30pm



Councillors: Mr. I. Stewart, Mr. M. Hitchen, Mr. D. Crabtree, Ms J Café, Mrs. S. Nash, Mr. J. Tull and Mrs J. Parker
1 Member 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

26001 Chairman's Welcome

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

26002 To confirm the minutes of the additional full meeting of the council held on Monday 17th December 2026

Councillors unanimously **RESOLVED** the minutes for the meeting held on 17th December be signed as constituting an accurate record of proceedings.

26003 To Receive Apologies

The meeting noted apologies from Cllr. G. Tull & Jarman.

26004 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

26005 Chairman's Report

The meeting noted the **Chairman's Report**.

26006 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

26007 To receive the report of Cornwall Councillor Cliff Crawford, authorise any actions and consider any associated expenditure

None

(a) To give consideration as consultees to:

- i) PA25/08752 | Erection of conservatory to the NNE & WNW elevations of the property | Surf Cottage Sea Front Portreath Redruth Cornwall TR16 4NN

The Chairman summarised the proposal, highlighting the consultee comments of the Coastal Protection Authority and questioning the colour of the proposed conservatory. Councillors debated the design and its keeping with the location.

Following discussion Members of Portreath Parish Council unanimously **RESOLVED** to support the proposal however to bring to the attention of the planning officer that colour of the proposed (RAL7016) is questionable as to whether it meets the requirements of Policy 4 of the Portreath NDP.

- ii) PA25/09178 | Single storey flat roof back extension to extend kitchen and dining area | 38 Tregea Close Portreath Redruth Cornwall TR16 4TR

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

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

15 No
None

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

The meeting noted that planning application PA25/07732 had been approved.

26009 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 31st December 2025 the balance of the current account stood at **£ 58,627.06** and the balance of the Savings Account stood at **£86,779.22**. The bank statements for the month of December 2025 were signed by the Chairman.

iii) To approve the bank reconciliation for the month of December 2025

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

iii) To receive the Payment Schedule for the period 1st December 2025 – 31st December 2025 and authorise payment of invoices received, and payments scheduled for 1st January 2026 – 31st January 2026.

Outlining the payment schedule the Clerk detailed payments made totalling £4561.17 for the period 1st December 2025 – 31st December 2025 and payments totalling £9040.00 due for payment in the period 1st January 2026 – 31st January 2026.

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

iv) To note any income received

The Clerk reported income of £485.22 made up of:

- The Clerk reported income of £483.22 made up of:

 - £9.60 Donations towards the running of the public toilets
 - £473.22 Bank Interest

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

Staffing Committee update

General update
The meeting noted that there had been five applications for the post of Parish Council Support Officer.

ii) **To approve:**

- a. **The closing date for applications for the post of Parish Council Support Officer**

Members of Portreath Parish Council unanimously **RESOLVED** that the closing date for the role of parish council support officer be 12 noon on Wednesday 14th January 2026.

- b. **the date(s) for interviews for the post of Parish Council Support Officer**

Members of Portreath Parish council unanimously **RESOLVED** to hold the interviews for the role of Parish Council Support Officer on Wednesday 21st & Thursday 22nd January 2026.

- c. **agree the recruitment timetable for the appointment of a new member of staff**

Members of Portreath Parish council unanimously **RESOLVED** the recruitment timetable for the appointment of a new member of staff to be:

Interview dates: 21& 22nd January 2026

Staffing Committee Working Group Meeting: 29th January 2026

Staffing Committee Meeting: 29th January 2026

Offer Date: From 29th January 2026

Pre Employment Checks: Week commencing 2nd February 2026

Start Date: From week commencing 23rd February 2026

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

i) **General update**

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

The Clerk informed the meeting that the Portreath Community Emergency Plan failed to activate during the recent storms due to a lack of volunteers to lead the group.

The meeting discussed the community plan and questioned if the Parish Council was obligated to lead the group. The Clerk agreed to look into this and follow up as necessary.

ii) **To discuss and plan a course of action of how to proceed with challenging the business rates due for the parish office and community hub**, authorise any action and consider associated expenditure

The Chairman and Clerk outlined the situation, commenting that the current business rated demands had not been paid to date as the council believed that the council would be entitled to small business rate relief for the parish office and community hub. It was now clear that the parish office and community hub were not exempt as the value of both the public toilets and Parish office & Community hub were above £2899.00.

The Chairman suggested that the advice from the Valuation Agency Office was to have the buildings reassessed as one unit which may bring the rateable value below the threshold for Small Business Rate relief.

Members of Portreath Parish Council **RESOLVED** to pay the outstanding business rates demands for the parish office for the years 24/25 & 25/26. Cllr Hitchen voted against the motion.

Members of Portreath Parish Council unanimously **RESOLVED** to take action to have the buildings revalued by the VOA.

The Clerk explained the hurdles that made this action difficult. The meeting concurred that assistance of the local MP should be sought on the matter.

iii) **To reconsider the resolution of 01/12/25 regarding the Community Highways Improvement Programme to submit an expression of interest to have a crossing point added along Penberthy Road opposite to the drop kerb at the Millennium Hall**

following new information that has come to light since the resolution was made, authorise any action and consider associated expenditure

The Chairman outlined the second proposal which had not been available to view at the December meeting. This proposal looked to widen a narrow section of the Coast to Coast Trail.

Members discussed the two proposal and gave favour to the scheme for the Coast to Coast trail, commenting that the suggestion agreed at the last meeting was unlikely to be successful in the when reviewed by the CAP.

Members of Portreath Parish council unanimously **RESOLVED** to enter a expression of interest to the **Community Highways Improvement Programme** for the proposal to widen the Coast to coast trail at Bridge.

- iv) **To resolve to set up a direct debit in way of payment of the account held with South West Water Business (Source 4 Business) due to a change in their administration of the quarterly bills,** authorise any action and consider associated expenditure
- Members of Portreath Parish council unanimously **RESOLVED** to set up a direct debit in way of payment of the account held with South West Water Business (Source 4 Business) due to a change in their administration of the quarterly bills.

(d) Update from Love Portreath CAN, authorise any action and consider associated expenditure
 The meeting noted Love Portreath CAN Report. [Love Portreath CAN - January Report](#)

(e) YOUTH Engagement Working Group

- i) **General Update**

The Clerk informed the meeting that the working group were due to meet on the 13th January.

(f) WAAF Site Working Group

- i) **General Update**

None

- ii) **To approve the appointment of a competent independent contractor to carry out appropriate risk assessments on the WAAF Site,** authorise any action and consider associated expenditure

Members of Portreath Parish council unanimously **RESOLVED** to approve the appointment of a competent independent contractor to carry out appropriate risk assessments on the WAAF Site,

(g) Update from the Facilities Working Group

- i) **General Update**

The chairman gave an update on the progress of the installation of the new doors and the upgrade of the alarm system in the community hub.

26010 To receive various items of correspondence, authorise any action and consider associated expenditure

a) Correspondence circulated by email

None

b) General correspondence

- **Confirmation of the meeting with PFRAG on the 20th January 2026**

c) Correspondence received since the preparation of this agenda

- **Concern regarding fallen trees on above the houses on Bridge Moor following Storm Goretti.** The meeting noted this correspondence and concurred that responsibility for the trees stands with the landowner. The Clerk agreed to inform the residents of this information.

26011 To give consideration to any applications received for grants/donations

None

26012 To agree the date of the next meeting, 2nd February 2026, 6:30pm

Councillors agreed the date of the next full meeting of the council be Monday 2nd February 2026, at 6:30pm.

26013 Close of Meeting

The Chairman closed the meeting at 19:46.

2nd February 2026

Cllr. I. Stewart