# Minutes of the FULL MEETING of PORTREATH PARISH COUNCIL

# on Monday 5th October, to be held at St. Mary's Church Hall, 6:30pm

**Councillors:**

Chairman Mr. I. Stewart, Mr. D. Crabtree, Mrs. S. Nash, Mrs. G. Tull

10 Members of the Public

Lucy Jose – Clerk to the Council

Julia Pascoe – Parish Council Support Officer

**Abbreviations:**

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|---|---|
| **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 |
| **NPS** | Neighbourhood Priority Statement |
| **FSCS** | Financial Services Compensation Scheme |
| **CSO** | Combine Sewage Overflow |
| **EDM** | Event Duration Monitoring |

**26433 Chairman's Welcome**

The Chairman welcomed those present to the meeting and explained the safety procedures.

**26434 To confirm the minutes of the Full Meeting of the Council held on Monday 7th September 2026**

Councillors unanimously **RESOLVED** the minutes for the Full Council Meeting held on 7th September 2026 be signed as constituting an accurate record of proceedings.

**26435 To Receive Apologies**

The meeting noted apologies from Cllrs Ms. J. Cafe, Ms. J. Parker, Mr. J. Tull and Mrs. A. Jarman. Cllr. M Hitchen was absent from the meeting.

**26436 To Receive Declarations of Members 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

**26437 Members Dispensations**

**a) To note approved dispensations relevant to items on the agenda**

The meeting noted that Cllrs. Stewart, G. Tull and S. Nash have dispensations to speak and vote on this matter of the Environment Agency Flood Resilience Project.

**b) To discuss and determine any new dispensations received**

None

**26438 Chairman's Report**

The meeting noted the Chairman's Report. **Chairman's Report** The Chair reiterated that a link to the Environment Agency website in respect of the Flood Resilience Project had been circulated by the Clerk to councillors for their information.

**26439 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 the PFRAG group addressed councillors to update them on their recent actions. PFRAG had visited 300 local residents and businesses asking how they felt about the Environment Agency scheme. The representative listed seven of the main concerns regarding the project and asked the council to listen and represent the community, and to scrutinise the Environment Agency. A further seven members of the public spoke in support of these comments. A total of 246 signed letters of concern were handed to the Clerk and councillors agreed to consider the views in the letters when the consultation for the planning application was received.

A member of the public advised the meeting of a Community Breakfast to be held on the coming Saturday.

Another member of the public queried the amount of time given to individual members of the public to speak. The Clerk advised that councils are not obliged to hold a public participation item in a meeting.

**26440 To receive the report of Cornwall Councillor Cliff Crawford, authorise any actions and consider any associated expenditure**

The report was noted.

**26441 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**

The meeting noted that the council had responded to the 5 day notice for application PA26/05214 agreeing with the recommendation of the planning officer.

PA26/05214 | Application for Permission in Principle for demolition of existing garage and the construction of up to 1 dwelling and off road parking space (minimum of 1, maximum of 1) | Land Adjacent To Riviera Cottage Lighthouse Hill Portreath Redruth Cornwall TR16 4LJ

**d) To note any planning appeals**

None.

**e) To consider any planning applications in neighbouring parishes that may have the potential to affect the Portreath Stream catchment and increase the risk of surface water or fluvial flooding within Portreath Parish, and to determine whether the Council should submit observations to Cornwall Council or any other relevant body**

None.

**f) To receive the report of planning decisions and correspondence and authorise any actions**

The Clerk informed the meeting that planning application PA26/02590. Councillors considered speaking at the planning committee meeting. The Clerk would contact Cllr. Hitchen to ask if he would register to speak at the meeting.

The meeting noted planning applications **PA26/04764** & **PA26/03227** had been approved, application **PA26/05047** defused and Permission in Principal granted for application **PA26/05214**

**26442 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 2026 the balance of the current account stood at £68,742.98 and the balance of the Savings Account stood at £123,428.40. The bank statements for the month of September 2026 were signed by the Chairman.

**ii) To approve the bank reconciliation for the month of September 2026**

The Clerk presented the Bank reconciliation for the month of September 2026 to the meeting. This was approved by councillors and signed by the Chairman**.**

**iii) To receive the Payment Schedule for the period 1st September 2026 – 30th September 2026 and authorise payment of invoices received, and payments scheduled for 1st October 2026– 31st October 2026**

Outlining the payment schedule the Clerk detailed payments made totalling £8885.59 for the period 1st September 2026 – 30th September 2026 and payments totalling £20420.00 due for payment in the period 1st October 2026– 31st October 2026. Cllr. Stewart proposed that the Clerk line up payments as listed in the schedule. This was seconded by Cllr. G. Tull, put to the meeting and carried unanimously.

**iv) To note any income received**

The meeting noted income of £57042.08. Made up of:

- £57,000.00 Precept payment
- £39.18 Donation towards the running of the toilets
- £2.90 Wayleave payment

**v) To review the budget to date**

The Clerk summarised the budget. The Clerk highlighted there were no free reserves this year and consideration should be made when planning the 27/28 budget not to leave the council so tight to the budget.

**b) Staffing Committee**

A date would be set for the next meeting of the Staffing Committee once staff appraisals had been completed.

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

**i) General report**

The Clerk advised it had been a busy month again, with preparing for 27/28 first budget draft, NPS and several training sessions. The PSCO leads with the preparations for the Remembrance Service.

The meeting noted the **Clerk's Report** . Further to the report:

- Councillors were reminded to complete their digital Register of Interest forms if they had not already done so.
- The Clerk asked for volunteers for Remembrance Day Parade and Service: cake makers, volunteers for putting up poppies, on the day volunteers. Cllrs. G and J Tull volunteered to assist.
- AI – Councillors and NPS working groups. The Clerk asked to be advised if any used AI when producing reports.
- The Clerk had attended a meeting with the mining villages clerks
- In response to a question from a member of the public, the Clerk suggested that a separate Parish Council meeting would be helpful when considering the planning application from the Environment Agency once received. Following discussion, it was unanimously RESOLVED that a separate Parish Council meeting would be held, in a suitable venue for the purpose. The three minute rule in which members of the public could speak would still be applicable.

**a. To reaffirm the Delegated Authority to the Clerk to apply for grant funding beneficial to the council**

Members of Portreath Parish Council unanimously **RESOLVED** to reaffirm the resolution to give the Clerk delegated authority to apply for grant funding beneficial to the council.

**d) YOUTH Engagement Working Group**

**i) General Update**

The item would be deferred to the next meeting as Cllr. Café was not available.

**ii) To consider funding the chips for the fortnightly Chips & Chill Sessions, authorise any action and consider associated expenditure**

This item would be deferred until the next meeting.

**e) Facilities Working Group**

Further to the report, Cllrs. G Tull advised she and Cllr. J Tull would volunteer to assist with the painting of the public toilets.

**f) Love Portreath CAN**

The meeting noted the love Portreath October Report. **Love Portreath October Report**

**g) WAAF Site Working Group**

The Clerk confirmed that the interim report had been received and there were some immediate actions that needed attention. The Clerk would obtain quotes for the items identified in the report that required action.

**h) Investment Strategy Working Group**

The Clerk reported that members of the working group had identified a suitable account and would bring a recommendation to the full council once the Investment strategy is adopted. The Chair advised more background work was needed on looking into the bank account and a date for a meeting of the group would be set once this was completed.

**i) NPS Update**

Cllr. Crabtree updated the meeting. The next meeting of the working group would be on 12th October in the Community Hub. The Clerk advised they had worked for eight hours on the NPS, and there was no staff budget in place for this. The Clerk asked to be included in the working group emails to in order to be kept informed.

**26443 To plan for setting the 2027/28 Budget**

**a) To receive and consider the Draft Budget for the year 2027/28, authorise any** actions

The Clerk presented the council the first draft of the 27/28 budget and asked for feedback from councillors.

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

Budget working group meetings would be held on 19th October from 7:00pm to 8:00pm, and on 23rd November from 6:00pm to 7:00pm. Only light refreshments would be provided at the meetings.

**26444 To adopt the revised Privacy Notice for the Council, authorise any action and consider associated expenditure**

Members of Portreath Parish Council unanimously **RESLOVED** to adopt the revised Privacy Notice for the Council

**26445 To receive various items of correspondence, authorise any action and consider associated expenditure**

**a) Correspondence circulated by email**

None.

**b) General correspondence**

- Environment Agency notification under article of the application of planning permission, which includes lans registered to Portreath Parish Council
- Copies of letters of concern from PFRAG
- Copied into letter to the EA, a request for them to investigate an alleged Sewage Spill in Portreath on the 8th August 2026.
- A media request for comment from the Daily Express (Harbour Smell)
- A media request for comment from the Voice Newspapers (EA Flood Resilience proposals)
- Copied into letter to the EA, property several specific concerns about the proposed flood resilience scheme

- CALC Weed and Public Realm Management Update

The correspondence was noted.

**c) Request Correspondence received since the preparation of this agenda**

None.

**26446 To give consideration to any applications received for grants/donations**

**a) Emergency Grant – Portreath Harbour Association**

Following discussion members of Portreath Parish Council **RESOLVED** to award Portreath Harbour Association an emergency grant of £500.00. Three Cllrs voted in favour, one Cllr. voted against.

The meeting acknowledged that the grant policy was in need of review. The Clerk agreed to review this document following the completion of the budget setting process.

**26447 To agree the date of the next meeting, 2nd November 2026, 6:30pm**

The meeting agreed the date of the next meeting, 2nd November 2026.

The chairman reminded councillors of the

- NPS working group meeting on the 13th October
- Staffing committee meeting 19th October
- Budgeting workshop 19th October
- Budgeting working group meeting 19th October
- 24th October Village market (budget setting public engagement)
- 1st November Love Portreath Litter pick

**26448 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 RESOLVED to 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

**26449 To Consider and appoint a contractor to manage the Councils Payroll obligations, authorise any action and consider associated expenditure**

Members of Portreath Parish Council unanimously RESOLVED to appoint CALC as payroll contractor from 1st December 2026

**26450 Close of Meeting**

The Chairman thanked everyone for their attendance and closed the meeting at 20:11.

**Date: 2nd November 2026**

**Name: Cllr. Ian Stewart**

**Signed:**