

**Minutes from the FULL MEETING of PORTREATH PARISH COUNCIL  
on Monday 6<sup>th</sup> March 2023, at St. Mary's Church Hall, 6:30pm**



Councillors: Chairman Mr. I. Stewart, Mrs. V. Webb, Mrs. S. Nash, Mr. S. Goodwin, Mrs. G. Tull, Mr. J. Tull & Mr. R. Symonds  
Cornwall Councillor Dave Crabtree  
PC Jason Rowe, Neighbourhood Beat Manager  
6 Members of the Public  
Lucy Jose, Clerk to the Council

Abbreviations:

<b>CC</b>	Cornwall Council
<b>EA</b>	Environment Agency
<b>CPIR</b>	Camborne Pool, Illogan & Redruth & the Mining Villages
<b>MVRG</b>	Mining Villages Regeneration Group
<b>NDP</b>	Neighbourhood Development Plan
<b>RSR</b>	Rural Status report
<b>AGM</b>	Annual General Meeting
<b>PIC</b>	Portreath Improvements Committee
<b>CALC</b>	Cornwall Association of Local Councils
<b>SLCC</b>	Society of Local Council Clerks
<b>CAP</b>	Climate Action Plan
<b>CAN</b>	Climate Action network

**23038 Chairman's Welcome**

The Chairman opened the meeting outlining safety procedures to those present.

**23039 To confirm the minutes of meetings held on Monday 6<sup>th</sup> February 2023**

Councillors unanimously **RESOLVED** the minutes for the meeting held on 6<sup>th</sup> February 2023 be signed as constituting an accurate record of proceedings.

**23040 To Receive Apologies**

The meeting noted that Cllr. Hitchen was not present.

**23041 Declaration of Interests**

None

**23042 Chairmans Report**

The Chairman reported:

- **Parish Office:** The Chairman commented that since publishing their report the flood risk assessment had been received and now been submitted on the planning portal.
- Their attendance at the **CALC AGM**. The meeting agreed membership fees would be increased by 3%. The main part of the meeting was a presentation by a CC officer all about the environmental risk assessments that had been carried out for Cornwall. Covering areas including Flood, Drought, Wildfire, Coastal erosion. I have requested information on what their department is doing about the flood risk for Portreath, and await a response after they have consulted with the EA.
- Their attendance at the **CPIR Place Shaping Meeting**. The meeting focused on various funds that grants can be applied for.
- Their Attendance at the **MVRG meeting**. A representative of the WHS office gave a presentation, acknowledging that they were familiar with the planning in Greenfield Terrace.
- **MVRG Rural Status report:** The Chairman confirmed they will be attending a meeting at New County Hall where the RSR will be discussed with officers of Cornwall Council to see what action can be instigated on their part.
- **Coast to Coast trail notice board:** A parishioner has done a lot of work compiling the information to appear on this and it has been submitted as a draft proposal.

- **CALC** are holding a housing event at Heartlands in March, The Chairman confirmed that they would be attending and giving information and I have been asked to attend to be able to give information about our experiences with trying to get affordable housing built.

**23043 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)

PC Jason Rowe – Neighbourhood Beat Manager addressed the meeting reporting:

The last month has seen a definite lull in police incidents. There had been 3 crimes reported in Portreath, including:

- 2 crimes with the offences of sexting, the posting of unwanted sexual messages or images.
- A crime of theft was reported whereby a child had kicked a ball into a neighbour's garden but the neighbour would not return it. This was resolved by low level intervention.... but you cannot retain a ball no matter how annoying it may be.

There has been a continuing trend of parking on double yellow lines on Penberthy Road near to the school. People are also parking in the entrance to the water works flood gate, some overhanging the road. PC Rowe advised there are always spaces further along Penberthy Road and running late does not mean people can stop anywhere. Warnings have been issued and enforcement will follow if it continues.

D&C Police are currently actively recruiting both Police Officers and also Special Constables. Recruitment Events will be held on the on the 6<sup>th</sup>, 7<sup>th</sup> and 14<sup>th</sup> March.

**23044 To fill by co-option the casual vacancy of councillor**

**a) Candidates to introduce themselves to Councillors** (Maximum of 3 minutes each)

The Chairman invited both candidates to introduce themselves to Councillors. Each candidate spoke explaining their qualification to be councillor and the reasoning for applying and what they could offer to the council.

**b) Questions to the candidates from Councillors** (maximum 5 minutes)

Councillors asked questions of the candidates, who responded with enthusiasm.

**c) Councillors to vote for the preferred candidate**

Councillors voted for Julie Parker to fill the casual vacancy of councillor.

**d) Signature of Declaration of Office Register by newly appointed Councillor**

Newly co-opted Cllr. Parker, signed the Declaration of Acceptance of Office Register, witnessed by councillors and the Clerk & Proper Officer.

**23045 To receive the report of Cornwall Councillor Dave Crabtree**, authorise any actions and consider any associated expenditure

Cllr. Crabtree addressed the meeting, reporting:

- They have been elected as the chair of the CPIR and Mining Villages Community Network Panel, which will be changing in May to include Hayle, Gwithian and Gwinear so will become the Camborne, Pool, Illogan, Redruth, Hayle, Mining Villages, Gwithian and Gwinear Community Action Panel. The Panel will be allocated a minimum amount of funding to be used for projects in the towns and villages and the panel can allocate the money in the best way they think will benefit their area. The funding for the proposed new Parish Office will be more complicated but fortunately we will be guided through the minefield by Officers from the Council.
- Confirmation that Gwel an Mor have agreed to withdraw their application.
- Amendments to the bus routes through Park Bottom following them lobbying for these amendments as the service from Park Bottom to Redruth had been stopped.
- They have requested a site meeting with the Portfolio Holder for Transport to discuss the various problems in Portreath, including Tregaea Hill and the Forth Vein junction. They have been assured that they will given a one-to-one session before the end of this month.
- Discussions are continuing with an interested party over the land at the top of Lighthouse Hill.
- There are still ongoing issues over the bollards in Chynance.
- They are awaiting a reply on the possible bus shelter on Bridge Moor.

## 23046 Planning

### (a) To give consideration as consultees to:

- i) **PA23/01047 | Proposed replacement dwelling and associated works. | Sunnyside Farm Cambrose Redruth Cornwall TR16 4HT**

Members of Portreath Parish 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

None

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

Members noted planning application PA22/10885 had been approved and PA22/05920 had been withdrawn.

## 23047 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 28<sup>th</sup> February 2023 balance of the current account stood at £8958.46 and the balance of the Savings Account stood at £60,536.10. The Bank statements were signed by Cllr. Goodwin.

#### ii) To approve the bank reconciliation for the month of February 2023

The Clerk presented the Bank reconciliation for the month of February 2023 to the meeting. This was approved by councillors and signed by Cllr. Goodwin.

#### iii) To receive the Payment Schedule for the period 1<sup>st</sup> February 2023 – 28<sup>th</sup> February 2023 and authorise payment of invoices received, and payments scheduled for 1<sup>st</sup> March 2023 – 31<sup>st</sup> March 2023

Outlining the payment schedule the Clerk detailed payments made totalling £3029.04 for the period 1<sup>st</sup> February 2023 – 28<sup>th</sup> February 2023 and payments totalling £8395.15 due for payment in the period 1<sup>st</sup> March 2023 – 31<sup>st</sup> March 2023.

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

#### iv) To note any income received

None

#### v) Budget Review

The Clerk summarised the budget commenting that in most areas the budget was projected to come in within budget, over all coming at £11,000.00 under budget. The Clerk commented that there was some income received that had not been projected, including several donations and CIL payments, and rental income. The Clerk advised members that it was likely the council would start 23/23 with reserves of £56,500.00.

### (b) Finance and Staffing Committee Report

#### i) General Report

The Clerk highlighted the need for a reserves policy to be adopted. Cllr. Goodwin agreed to continue to work on this policy.

The Clerk asked Cllr J. Tull to continue with the research into a bank account for holding some of the councils reserves. Cllr. J. Tull Agreed to continue to look at options.

#### ii) Update on the requests for financial support from local businesses

None

**iii) Finance and Staffing Committee meeting scheduled for 20/03/2023**

The Clerk advised that even though the committee would be dissolving at the next annual meeting it was essential that they met of the fourth time this year. The Clerk confirmed that the meeting would be short and could be kept to formalities.

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

**i) General report**

- The Clerk reported receiving a credit payment to the council's electricity account from BULB, £150.00 Non-Domestic Alternative Fuel Payment.
- Queen Elizabeth II Memorial Bench. The Clerk reported that this is now in place and operational. The Clerk suggested a community unveiling of the bench.
- The Clerk reported the end of year is approaching meaning a significant amount of work required for the annual audit. The Clerk asked councillors for their patience during this time.
- Spending to end of year the Clerk highlighted that the money in the current account, may not be sufficient to cover all of the expenditure for the remainder of the year, however suggested that they did not want to move money from the savings account until the interest for the quarter had been added to the account. The Clerk asked councillors to be vigilant with email banking requests and to respond swiftly if there is need to transfer funds urgently.
- The Clerk reported that having the new mobile telephone is a useful tool. They highlighted the cost of a business contract for the phone and suggested that for now they continue with a pay as you go sim.
- The Clerk asked for councillors to consider payment card options for the council to reduce their need to claim expenses for items like mobile phone credit and refreshments for the coffee mornings. Cllr. J Tull agreed to look into this.
- The Clerk reported their attendance at the Mining Villages Clerks Network meeting. The clerk highlighted to topics discussed and informed councillors that all the councils face the same challenges.

**ii) Annual Parish Meeting**

The Clerk suggested the date of the annual meeting be Monday 22<sup>nd</sup> May. The Clerk asked councillors for their assistance in ensuring that all community groups in the parish are represented.

**iii) Consider the use of QR codes to collect donations towards the running of the parish amenities, authorise any action and consider associated expenditure**

The Clerk explained the payment system that they had discovered that can be used to generate donation to the council. The Clerk suggested that this could be used for generating donations towards the running of the public toilets.

The Clerk informed members that other local councils were also exploring this new payment system.

The Clerk explained the cost of using the payment system and the types of accounts available.

The Chairman proposed that the clerk set up an account with BOPP Payments and use QR codes to generate donation towards the cost running of council facilities. This was seconded by Cllr. Webb, put to the meeting and carried unanimously.

**(d) Police Liaison Report, authorise any action and consider associated expenditure**

The meeting noted the report previously circulated by Cllr Webb.

**(e) Update from the Youth and Community Engagement Working Group**

The meeting noted the report previously circulated by Cllr Webb.

**(f) Update on the anti-dog fouling campaign**

The meeting noted the report previously circulated by Cllr Webb.

**(g) Update on the Community Warm Spaces Initiative**

**i) General Update**

The meeting noted the report previously circulated by Cllr Webb.

The meeting noted that the food voucher scheme had not been successful, perhaps due to people not feeling comfortable identifying themselves as in need by using the vouchers. Members noted that the slow cooker cooking workshops were unable to proceed due to lack of funding.

**ii) Consider the future of the Community Catch Up session after the 31<sup>st</sup> March 2023, authorise any action and consider associated expenditure**

The Clerk displayed the feedback received for the Community Catch up attendees. The meeting discussed the suggestions and considered some ideas for continuing the group past the end of March. Councillors considered asking for donation, The Clerk explained the complications of keeping petty cash.

- Continue with the group using key persons to facilitate the sessions
- Look for volunteers to assist with the running for the group
- Keep the group to term time only
- £20 weekly budget for the running of the group (total £780 max)
- Reduce the running time of the group to 1.5 hours (maybe starting at 10:30 am)
- Keep BINGO
- Reduce Craft sessions
- Include more invited guests
- Look at working with organisation like Age Concern to facilitate some of the request of the group to host outings, day trips.

The Chairman proposed the council continues the Community catch up group, with termly reviews of the group, with a budget of £1000 per year to be taken from the Community Engagement Warm Spaces budget. This was seconded by Cllr. Tull, put to the meeting and carried unanimously.

**23048 To receive an update on the Parish Emergency Plan authorise any action and consider associated expenditure**

Cllrs. Tull explained that the work was done to update the plan, but access to update the document had been restricted. Cllr. Goodwin agreed to assist with adapting the original document.

**23049 Update on projects for the year 22/23, authorise any action and consider associated expenditure**

**a) Former Public Toilets**

**i) General Update**

None

**ii) Update on the progression of the redevelopment of the building**

The Chairman confirmed that the topographical survey and flood risk assessment had now been carried out, both having been submitted to support the planning application.

The Chairman informed the meeting that they had started to look for quotations for the works, but had not yet received any back from the contractors who had been approached to date.

**b) Public Toilets**

**i) General Update**

None

**c) WAAF Site**

The Chairman informed the meeting that works had been carried out at the WAAF site to clear a perimeter path to allow access for surveyors. This work had been done using hand tools only. Trial holes have been dug and a topographical Survey was due to take place.

The Chairman informed the meeting that the Clerk had been corresponding with the neighbours who access their land across the WAAF site to ensure they were aware of when contractors would be on site.

The Chairman highlighted that Japanese Knotweed has been identified during the initial clearing of the land. The Chairman informed the meeting that they have contacted a number of registered contractors to quote for the removal of the knotweed. The Chairman commented that although the land belonged to the council and it was the responsibility of the council to manage the knotweed, that the developers had to be included in the discussions for the treatment of the weeds. The Chairman explained the quotations received from the contractors and recommended that Greenfingers Contracting Ltd be appointed to carry out the works.

Following discussion Members of Portreath Parish Council unanimously RESOLVED to appoint Greenfingers Contracting Ltd to manage the removal of the Japanese knotweed identified at the WAAF Site.

**d) Technology**

The Chairman asked Cllr. Goodwin for an update on the NDP website and the purge of any personal data that remains on the NDP Basecamp platform. Cllr. Goodwin confirmed that they intend to address both these matters.

**e) Signage**

- **To approve the purchase and installation of welcome to the parish signage on Bridge Hill,** authorise any action and consider associated expenditure  
Councillors unanimously **RESOLVED** to purchase and install a welcome to the parish sign to be placed on Bridge Hill, providing Illogan parish council has no objections to the placement of the sign.

**23050 Review and adopt the revised Equality & Diversity Policy,** authorise any action and consider associated expenditure

The meeting agreed that the policy need further refinement and deferred the decision to adopt the policy to a future meeting.

**23051 Climate Action Plan: To consider the Medium and Longer Term Goals, Policy 2. Reducing consumption and waste as set in the in the Climate Action Plan adopted in 2020, identify actions to be implemented,** authorise any action and consider associated expenditure

The meeting considered the policy and looked at their achievements to date from the suggestions in the CAP. The meeting concurred that they could always do better in meeting the targets and acknowledged that actions were not limited to the suggestions in the CAP.

Lengthy discussion followed between councillors and members of the public present, including representatives of the CAN. Discussion covered the need for recycling facilities being made available in the parish, the potential of having a community allotment, examples of good practice of other parishes. Discussion also touched on the Fairtrade accreditation suggestions from the last meeting.

The Chairman agreed to contact the Community Link Officer to follow up on the requests from the CAN to provide recycling points in the parish.

**23052 Update from the Portreath Climate Action Network,** authorise any action and consider associated  
**a) General update**

Representatives of the CAN update councillors with new of the current projects:

- **Green business event:** 9<sup>th</sup> March in the Surf Club, 6.30 – 9.30. A great range of speakers are confirmed, and format of the day is shaping up.
- **Beach & Village Clean: Events are held on the** First Sunday of each month, with the view of having a “Spring Clean” event.
- **Water refill station: Location has been confirmed at the** front of the surf club. South West Water will be doing the necessary works, the station should be running for the beginning of the summer season.
- **Bucket and Spade recycle box:** Will be in situ on the CC owned part of the beach for beginning of summer season.



- **Signage:** The take your rubbish home signs have been made. Potential areas for signs to be placed identified, to be in place for the start of the summer season.
- 3 members of the CAN are now on PIC.
- Love Portreath CAN have agreed to meet quarterly moving forward with individual projects and groups meeting more regularly.

**b) Terms of Reference document for the Climate Action Network**

CLlr Goodwin commented that they have started to work on some TOR for the CAN. The Chairman suggested that a face-to-face meeting would be useful to discuss.

**23053 To receive various items of correspondence, authorise any action and consider associated expenditure**

**a) Correspondence circulated by email**

The chairman highlighted the correspondence advertising training for councillors officer and community interest groups for a light touch education approach to address dog fouling and littering. Representatives of the CAN expressed an interest in the training.

**b) General correspondence**

- **Lighthouse Hill Parking Arrangements.** The Clerk reported further correspondence from parishioner who is dissatisfied with the light house hill parking arrangements. The clerk confirmed that they had responded with the following information:
  - o Rationale behind the extended closure of the parking area.
  - o Confirmation that Cornwall Council manage the land as an Environmental Asset and not a car park.
  - o Confirmation that there are ongoing confidential commercial negotiations regarding the site.
  - o No further information is available at present.

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

- The Clerk highlighted that a parishioner had escalated a Complaint on behalf of residents on the handling of the Bollard placements in Chynance with Cormac.

**23054 To give consideration to any applications received for grants/donations**

None

**23055 To agree the date of the next meeting, Monday 3<sup>rd</sup> April 2023, 6:30pm**

Councillors agreed that date of the next meeting be Monday 3<sup>rd</sup> April. The Chairman reminded the meeting of the Finance and Staffing committee on the 20<sup>th</sup> March.

**23056 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**

Councillors 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.

**23057 To approve the payment of the additional hours that the Clerk has worked up to this point in 22/23,**

authorise any action and consider associated expenditure

The meeting **unanimously RESOLVED** to pay the Clerk 30 hours of the hours accrued to date with the March payroll.

**23058 Close of Meeting**

The Chairman thanked everyone for their attendance and participation and closed the meeting at 20:57.

3<sup>rd</sup> April 2023

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Cllr. Ian Stewart