

**Minutes of the FULL MEETING of PORTREATH PARISH COUNCIL**  
**Held on Monday 3<sup>rd</sup> April 2023, at St. Mary's Church Hall, from 6:30pm**



Councillors: Chairman Mr. I. Stewart, Mrs. V. Webb, Mrs. S. Nash, Mr. J. Tull Mr. M. Hitchen, Mr. R. Symonds & Ms. J. Parker  
Cornwall Councillor Dave Crabtree  
PC Jason Rowe, Neighbourhood Beat Manager  
Helen Kneale – Community Link Officer, Cornwall Council  
10 Members of the Public  
Lucy Jose, Clerk to the Council

Abbreviations:

<b>CC</b>	Cornwall Council
<b>EA</b>	Environment Agency
<b>MSAS</b>	Mobile Speed Activated Sign
<b>NCH</b>	New County Hall
<b>CPIR</b>	Camborne Pool, Illogan & Redruth & the Mining Villages
<b>MVRG</b>	Mining Villages Regeneration Group
<b>CAP</b>	Community Area Partnerships
<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
<b>PSPO</b>	Public Space Protection Order
<b>HOT</b>	Heads of Terms
<b>TOR</b>	Terms of reference

**23068 Chairman's Welcome**

The Chairman opened the meeting outlining safety procedures to those present. The Chairman reminded members of the public of the councils standing orders relating to public speaking during the meeting. Stating that procedurally it is at the Chairmans discretion to allow public participation during the meeting, so therefore requesting that any comments are brief and pertinent to the matter so that we do not unduly impact upon the time & business of the council.

**23069 To confirm the minutes of the meeting held on Monday 6<sup>th</sup> March 2023**

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

**23070 To confirm the minutes of the Finance and Staffing Committee meeting held on Monday 20<sup>th</sup> March 2023**

Councillors **RESOLVED** the minutes for the Finance and Staffing Committee meeting held on 20<sup>th</sup> March 2023 be signed as constituting an accurate record of proceedings.

**23071 To Receive Apologies**

The meeting received apologies from Cllr. G. Tull and Cllr. Goodwin.

**23072 Declaration of Interests**

The Chairman declared an interest in item 9,a, ii) on the agenda.

**23073 Chairmans Report**

The Chairman addressed the meeting referring to the report previously circulated updating members on:

- The MSAS statistics for the month of March
- The installation of the new Parish welcome signage in Bridge

- Their attendance at the recent Carbon Literacy training
- Their attendance at the Climate Emergency DPD training run by Cornwall Council.
- Their attendance of a meeting at NCH
- The Chairman informed the meeting that the owner of River Barns has suggested their intention to create a hydroelectric community project. The council will await an official invitation to hear about this potential project.
- The Chairman reminded those present of the 'Report It' tool on CC website.

**23074 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 parishioner addressed councillors and thanked them for installing the bench on the Duke of Leeds Land.

A parishioner spoke to promote a new philosophy group starting in the parish, held at the Portreath Arms on the first Tuesday of the month from 11:30-1pm.

PC Jason Rowe addressed the meeting reporting that there had only been a small number of crimes recorded in Portreath during March, including one domestic incident and an instance of Malicious Communication on social media. PC Rowe likened this to slander and harassment and commented that the crime of malicious communications is a prosecutable offence. PC Rowe reported their attendance at the recent winter warmer session where they gave advice to members of the group. PC Rowe informed the meeting that it was unlikely his replacement would be in post before May.

Helen Kneal addressed the meeting explaining their role as community link officer for CPIR and the mining villages shortly to be expanded to cover, Hayle, Gwithian and Gwinear. Helen explained that they were the link with town and parish councils to Cornwall council, the police, fire service and other partners.

**23075 To receive the report of Cornwall Councillor Dave Crabtree**, authorise any actions and consider any associated expenditure

Cllr. Crabtree addressed the meeting reported:

- Their attendance at the Police Advocates meeting, where the Police and Crime Commissioner did say they know how important Police Presence is.
- Tregea Hill: They had taken the Portfolio Holder for Transport for a whistlestop tour of Portreath, and they too were not impressed with the condition of the middle section of the hill, nor the fact that I had not received an explanation as to why this section was left out as it is the worst. They will also be looking at trying to bring the scheme forward, especially as it would have made more sense to do scheme at the same time as doing the resurfacing. The junction of Forthvean was looked at and the problem there is the boundaries of some of the properties and the road alignment, therefore it could mean that any alteration could have a very high cost.
- We also had a meeting with a business regarding the installation of EV charging points where there is a complicated issue regarding Highways and land ownership.
- Receiving correspondence a call from a business, just outside the boundary, but who also has land that falls within Illogan informing me that he is in talks with an energy company and looking at installing a Hydro Energy Plant on their land that will take water out of the stream before it reaches Portreath and thereby reduces the risk of flooding further downstream. They did comment that this could result in lower energy costs for properties in Bridge and Portreath
- Attendance at a meeting for Community Network Panels Chairs and Vice Chairs for a briefing on the new Community Area Partnerships that will come into force on 23 May, where the 19 Network Panels will be reduced to 12. The AGMs will be held in June and July so that work can start straight away, especially on using the funding that we have, which has to have the projects completed by the end of March 2025. The Highway Scheme funding will not change until 2025 as some areas have already allocated all of theirs for the whole four years whereas Camborne, Pool, Illogan, Redruth and Mining Villages only allocated the first two years. This works out at approximately £10,000 per Cornwall Councillor so there is not enough for any major works in this pot.
- They have requested help in applying for the funding for the new office since the funds will now come from different pots and I have received confirmation that we can have this.

The Chairman asked Cllr. Crabtree to chase the installation of the free bus shelter CC had promised last year, commenting that they had measured the available space and it was larger than the areas taken up by both the bus shelters in the village and at Forth Vein. Cllr. Crabtree agreed to follow this up. The Chairman suggested under the highways Scheme that Cllr. Crabtree consider the repainting of the loading bay on Beach Road and the improvement scheme outside Penberthy Court to alleviate traffic driving on the pavement.

## 23076 Planning

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

- i) **PA23/01586 | Prior approval application for installation of 3No. telecommunications masts (1No. 11m and 2No. 8m High Foldscan Masts) and associated equipment within the existing MOD compound. | NATS Compound RHH Portreath Portreath Cornwall TR16 4RA**  
Members of Portreath Parish Council unanimously **RESOLVED** to support this proposal.
- ii) **PA23/01667 | Conversion of redundant barn into residential accommodation for use by owners of The Portreath Arms without compliance with condition 2 of decision PA19/10851 dated 23.03.2020. | Portreath Hotel The Square Portreath Redruth Cornwall TR16 4LA**  
The Chairman declared an interest in this planning item and asked for volunteers to chair the meeting in their absences. Cllr Hitchen was proposed to chair the meeting for this item, this was unanimously agreed by councillors.

*The Chairman left the meeting.*

The meeting heard the applicant speak in support of the proposal and the comments of the planning officer.

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

*The Chairman re-joined the meeting.*

- iii) **PA23/00975 | New garden studio / ancillary accommodation | 5 Chapel Terrace Penberthy Road Portreath Redruth Cornwall TR16 4LP**  
Councillors considered the proposal commenting on the proposed use of the building, expressing their concern at the need for a full bathroom in a garden room.  
Members of Portreath Parish Council unanimously **RESOLVED** to support this proposal providing that the proposed is only used for purposes incidental to the host dwelling.
- iv) **PA23/01921 | Proposed rear and wrap-around side extension with loft conversion within existing roof space and rooflights | 7 Martin Meadows Feadon Lane Portreath Redruth Cornwall TR16 4FE**  
The chairman outlined the proposal.

A neighbouring resident spoke in objection to the proposal commenting that the design was overbearing and over shadowing to their property and explained the negative impact of the proposed on their property and garden. The objector also referenced concerns that the proposed would creep over the boundary of the property and that disturbance to their garden would affect their heating system which is situated at the boundary of the property, the objector acknowledged that these were not material planning concerns but were also concern to the housing association that part owns their property. .

Councillors considered the proposal agreeing with the comments of the objector that the proposed would likely be over shadowing and overbearing to the neighbouring property. Councillors raised concern that the proposed would bring the building right to the boundary with the pavement which was also a concern.

Members of Portreath Parish Council **RESOLVED** to object to the proposal due to the overbearing and over shadowing nature of the proposed and its proximity to the highway boundary.

**(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**

The meeting noted that planning application PA22/11097 had been withdrawn and applications PA22/11147 and PA22/04979 have been approved.

**23077 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 31<sup>st</sup> March 2023 balance of the current account stood at £1843.07 and the balance of the Savings Account stood at £58319.76. The bank statements were signed by the Chairman.

**ii) To approve the bank reconciliation for the month of March 2023**

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

**iii) To receive the Payment Schedule for the period 1<sup>st</sup> March 2023 – 31<sup>st</sup> March 2023 and authorise payment of invoices received, and payments scheduled for 1<sup>st</sup> April 2023 – 30<sup>th</sup> April 2023**

Outlining the payment schedule the Clerk detailed payments made totalling £10167.95 for the period 1<sup>st</sup> March 2023 – 31<sup>st</sup> March 2023 and payments totalling £7405.00 due for payment in the period 1<sup>st</sup> April 2023 – 30<sup>th</sup> April 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**

The meeting noted income totalling £1692.66, made up of a donation from PIC £1403.30, Bank Interest £283.66 & donations for members of the public via BOPP towards the toilet running costs £5.40.

**(b) Finance and Staffing Committee Report**

**i) General report**

The Chairman confirmed that the final meeting of the Finance and Staffing Committee had been held on the 20<sup>th</sup> March, and that the committee had recommendations for members to consider moving forward.

**ii) To note the recommendations of the Finance & Staffing Committee to form working groups to:**

- **Review and update the Council's Risk Register**
- **Review the Council's insurance cover**
- **Create and implement a 4 year financial plan**
- **To maintain the Councils Unity Trust bank accounts**

The meeting noted the recommendations of the Finance & Staffing Committee to form working groups to:

- Review and update the Council's Risk Register
- Review the Council's insurance cover
- Create and implement a 4 year financial plan

- To maintain the Councils Unity Trust bank accounts

iii) **On the recommendation of the Finance & Staffing Committee: To resolve to apply for a Unity Corporate Multipay Card**

Councillors unanimously **RESOLVED** to apply for a Unity Corporate Multipay Card.

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

i) **General report**

- **Budget:** The clerk reported that the council finances had come in within budget for the year 22/23 and would give a full review of the budget at the next meeting of the council.
- **Projects Budget:** The Clerk summarised the projects budget stating that the former toilets redevelopment budget stream had come in £1427 under budget.
- **Audit:** The Clerk reminded councillors that it was now time for the internal audit and the Annual Governance and Accountability Review and that would be the focus of their work over the next few months and therefore councillors should remain patient when contacting the clerk.
- **Holiday:** The Clerk reported that the parish office would be closed from the 5<sup>th</sup> – 17<sup>th</sup> April for staff annual leave.
- **Schedule of meetings:** The clerk suggested a schedule of meetings for the year 23/24 to be approved at the annual meeting of the council.
 

▪ 15th May	2023	Annual Meeting of the Council
▪ 22 <sup>nd</sup> May	2023	Annual Meeting of Electors
▪ 5 <sup>th</sup> June	2023	TBC
▪ 3 <sup>rd</sup> July	2023	TBC
▪ 31 <sup>st</sup> July	2023	(Planning meeting ONLY if required)
▪ 4 <sup>th</sup> September	2023	TBC
▪ 2 <sup>nd</sup> October	2023	TBC
▪ 6 <sup>th</sup> November	2023	TBC
▪ 20 <sup>th</sup> November	2023	TBC
▪ 4 <sup>th</sup> December	2023	TBC
▪ 8 <sup>th</sup> January	2024	TBC
▪ 5 <sup>th</sup> February	2024	TBC
▪ 4 <sup>th</sup> March	2024	TBC
- **Electricity, Parish Toilets:** The Clerk reported that the transfer from Bulb to Octopus had now happened and that there would be a change in the electricity costs. The Clerk agreed to share the details of this with councillors via email.
- **CC PSPO Alcohol Consumption in Designated Public Spaces:** The Clerk reported that the council had been consulted on the PSPO that covers Portreath, and responding to the consultation would be included for discussion at the next meeting of the council. The Clerk read the list of places currently covered by the order, which surprised most attendees at the meeting, including Community Beat Manager, PC Rowe.
  - Beach Road between Tregea Hill and the junction with Chynance
  - Car Park in front of the Waterfront Inn
  - Kingsley Terrace
  - Seafront Car Park and Promenade
  - The area adjacent to and surrounding the Rescue Post
  - The Harbour
  - The Novelty Golf Course and adjacent area of sand
  - The Pier
  - The Surf Life Saving Club and Speranza
- **Pop up business sites:** CC have re-advertised pop up business sites in the parish and surrounding areas. The Clerk informed members they had asked the community link officer to look at this as there had been recent requests for trading pitches in the parish.

**ii) Annual Parish Meeting**

The clerk confirmed the date as the 22<sup>nd</sup> May, and stated that invitations would go out not the parish organisations in due course.

**iii) Safeguarding**

The Clerk reminded councillors that it should prioritise getting a draft of the safeguarding policy ready for the next meeting for councillors to consider.

Cllr Nash Agreed to make this priority.

The Chairman highlighted the need for procedures to be written alongside the policy.

**iv) Coronation of King Charles III**

The Clerk Confirmed that the coronation mugs for the primary children of the parish had now been ordered.

Cllr. Nash agreed to follow up the ordering of the celebration bunting.

Cllr Nash informed the meeting that PIC would be hosting a coronation big lunch on the 7<sup>th</sup> May at the Millennium Hall.

The Clerk informed the meeting that this was the extent of the council's budget

**(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**

Cllr. Webb updated the meeting stating that the second campaign would shortly be taking place with different signage in different location selected from the dog fouling hot spot map.

**(g) Update on the Community Catch Up Group**

**i) General Update**

Cllr. Webb updated the meeting stating that the community catch up session had been successful, and it had been requested by the users for it to continue after the winter. Cllr. Webb confirmed that after a break for Easter the sessions would continue with a similar format of invited guests, homemade cakes and bingo.

**ii) To consider hosting day trips for members of the Community Catch Up Group**

Councillors unanimously **RESOLVED** to coordinate day trips for the members of the Community Catch Up Group

**iii) To approve expenditure from the Community Engagement budget to fund Age Concern membership in order to facilitate hosting day trips for users of the Community Catch Up Group**

Councillors unanimously **RESOLVED** to approve expenditure from the Community Engagement budget to fund Age Concern membership in order to facilitate hosting day trips for users of the Community Catch Up Group

**iv) To consider subsidising or funding an initial day trip (cost of minibus plus volunteer expenses) for the users of the Community Catch Up Group**

Councillors unanimously **RESOLVED** to approve the funding of an initial day trip (cost of minibus plus volunteer expenses) for the users of the Community Catch Up Group

**v) To approve the waiver form for the Community Catch Up Group**

Councillors approved the waiver form for the Community Catch Up Group.



**23078 To receive an update on the Parish Emergency Plan** authorise any action and consider associated expenditure

Cllr Tull informed the meeting that the draft of the plan was now complete with updated contacts and new members where former members of the team wished to step down. Cllr. Tull informed the meeting that they had requested assistance from Cllr. Goodwin to address the formatting issues with the document.

**23079 Update on projects for the year 22/23,** authorise any action and consider associated expenditure

**a) Former Public Toilets**

**i) General Update**

The Clerk reported receiving a business rates bill for the former public toilets which had previously been exempt. The Clerk confirmed that they were in discussion with the community link office to see if the recent reclassification of the building was correct.

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

The Chairman informed the meeting that the planning permission has been approved for the redevelopment of the former toilet building, the building regulations drawings had been produced and the building regulation application had been submitted in the last week of March.

The Chairman informed Councillors that they had met with a quantity surveyor to discuss the bill of materials for the redevelopment of the building. The Chairman explained the benefits of employing a quantity surveyor for the project and proposed that when the council is ready to tender for the works that the council engages the quantity surveyor.

Cllr. Hitchen commented that they had the skills to carry out the role offered by the quantity surveyor and that they would take on this role at the appropriate stage of the project. The Chairman question if Cllr. Hitchen would be able to commit to this role and Cllr. Hitchen agreed that they would take this on.

**b) Public Toilets**

The Clerk confirmed that the BOPP donation posters were now up in all the toilets and the first donations had already been received.

The Clerk informed the meeting that there was a month where donations were free, and the fees for future donations would stat from the 14<sup>th</sup> April.

**c) WAAF Site**

The Chairman informed the meeting of the legal status of the signed HOT agreement with the developers, commenting that the council had an exclusive legal agreement with the developers allowing them one year (with the possibility to extend to 2 years) to consider if they would be able to bring an affordable housing development to fruition. (Including carrying out necessary and relevant surveys, and gaining relevant permission)

The Chairman highlighted correspondence received from Love Portreath CAN and a number of parishioners objecting to the clearance works at the WAAF site and requesting that a full ecological survey be carried out prior to any further works commencing.

The Chairman addressed the meeting stating that the clearance of the land was carried out at the request of the ecologists GE Consulting who have been engaged to carry out a full ecological survey at the former WAAF site. The Chairman informed the meeting that the works were carried out in February to ensure they did not interfere with the bird nesting season and the council are awaiting confirmation of the dates the full ecological survey from the developer.

Members of the public including representatives of the Love Portreath CAN spoke passionately at the need to stop destruction of such areas of nature. Objectors to the affordable housing project stated that there is no need for affordable housing in the parish when there are near by housing

developments for local people. The objectors requested that a full ecological survey be carried out on the site further to any clearance works.

The Chairman reiterated that at this stage nothing had been approved, and it was in the hands of the developer to produce plans to share with parishioners. The Chairman committed to holding a full public consultation at a time when there are appropriate plans to consider.

Following lengthy, lively discussion, the Clerk read correspondence from the Love Portreath CAN objecting to the clearance works carried out on site and requesting a full ecological study be carried out prior to any further clearance works.

The Chairman confirmed in answer to the correspondence:

- The clearance works had been carried out in February before the bird nesting season
- The clearance works had been carried out at the request of and under the supervision of ecologists GE Consulting
- The clearance works have been carried out in order to facilitate a full ecological survey
- The clearance works were planned around the documented badger sets
- There is a legal agreement in place with a developer and housing association allowing them access to the site for the purpose of planning an affordable housing development

Further lengthy debate followed, objectors spoke to remind councillors of their pledges in the Climate Action Plan, the Chairman reminded the meeting of the council pledges to support affordable housing in the parish.

Drawing the discussion to a conclusion the Chairman reiterated that at the appropriate time a full public consultation would take place, but at present there were no plans to consider.

Six members of the public left the meeting.

#### d) Technology

The Chairman commented that they had looked at the NDP website and base camp with Cllr. Goodwin and it was Cllr. Goodwin's recommendation that the NDP website is closed and the adopted NDP added to the Council's website, however the Chairman commented that the council would need to seek advice to see if this was a possibility or if the historic information needed to be retained.

The Chairman referred to basecamp and informed members that this does need attention to ensure personal data is removed from the records.

#### e) Signage

The Chairman confirmed as per his earlier report that the new parish welcome signage is now in place.

The Chairman commented that the damaged safety signage beach entrance to the beach had now been replaced by CC.

**23080 Review and adopt the revised Equality & Diversity Policy**, authorise any action and consider associated expenditure

Councillors considered the revised Equality & Diversity Policy and unanimously **RESOLVED** to adopt the policy.

**23081 Climate Action Plan: To consider the Medium and Longer Term Goals, Policy 4. transforming green spaces 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.

The meeting discussed working with local partners to build and site bird nesting boxes and the possibility of a community bee hive similar to those at the entrance to Illogan woods and at Gwel an Mor. Councillors supported this idea and commented that they welcome a proposal to consider in full.



**23082 Update from the Portreath Climate Action Network**, authorise any action and consider associated

**a) General Update**

The meeting noted the report previously circulated by email.

The meeting discussed the Carbon Literacy training that is currently available. Love Portreath representatives spoke passionately about getting this training up and running in the parish. The Chairman commented that the training was 8 hours and it was unlikely that councillors would be keen to commit this amount of time to this training. Cllr Webb expressed interest in the training.

Highlighting the recently planted trees in the parish representative of LovePortreath CAN asking for support in getting residents to adopt some of the trees to ensure they grow into health mature trees. Councillors again asked for a proposal to consider but in principle suggested they could support this.

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

The Chairman reminded the meeting that Cllr. Goodwin had been working on a TOR document for the group and commented that a meeting needed to be arranged to discuss the TOR.

**23083 To receive various items of correspondence**, authorise any action and consider associated expenditure

**a) Correspondence circulated by email**

None

**b) General correspondence**

None

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

- Correspondence from LovePortreath CAN and 4 members of the public objecting to the clearance of the WAAF site and requesting a full ecological survey be carried out. The meeting noted that this had been discussed under item 12 c on the agenda (minute ref: 23079) and that clearance works at the WAAF site had been carried out in order to facilitate a full ecological survey of the WAAF site.

**23084 To give consideration to any applications received for grants/donations**

- **Portreath Pre School**

Councillors unanimously **RESOLVED** to award Portreath Preschool A grant of £244.41.

**23085 To agree the date of the next meeting**, Monday 24<sup>th</sup> April 2023, 6:30pm

Councillors agreed that date of the next meeting be Monday 24<sup>th</sup> April.

**23086 Close of Meeting**

The Chairman thanked everyone for their attendance and participation and closed the meeting at 20:59.

24<sup>th</sup> April 2023

---

Cllr.

---