

**Minutes of the ANNUAL MEETING of PORTREATH PARISH COUNCIL
Held at the MILLENNIUM HALL on Monday 15th May 2023, from 6:30pm**



Councillors: Mr. I. Stewart, Mrs. S. Nash, Mr. J. Tull, Mrs. G. Tull, Mr. M. Hitchen & Ms. J. Parker
Cornwall Councillor Dave Crabtree
1 Members of the Public
Lucy Jose, Clerk to the Council

Abbreviations:

CC	Cornwall Council
EA	Environment Agency
MSAS	Mobile Speed Activated Sign
CPIR	Camborne Pool, Illogan & Redruth & the Mining Villages
MVRG	Mining Villages Regeneration Group
CAP	Community Area Partnerships
NDP	Neighbourhood Development Plan
RSR	Rural Status report
AGM	Annual General Meeting
PIC	Portreath Improvements Committee
CALC	Cornwall Association of Local Councils
SLCC	Society of Local Council Clerks
CAP	Climate Action Plan
CAN	Climate Action network
PSPO	Public Space Protection Order
HOT	Heads of Terms
TOR	Terms of Reference
AGAR	Annual Governance and Accountability Review

23103 To receive nominations for and appoint Chairman for the year 2023/24

The outgoing Chairman invited nominations for the position of Chairman for the year 23/24. Cllr. Hitchen nominated and proposed that members vote Cllr. Stewart as Chairman for the year 2023/24. This was seconded by Cllr. J. Tull and members voted unanimously that Cllr. Stewart be installed as chairman for the year 23/24.

23104 Signature of Declaration of Office Register by newly appointed Chairman

Cllr. Stewart signed the Declaration of Acceptance of Office Register, witnessed by councillors and the Clerk & Proper Officer.

23105 To receive nominations for and appoint Vice Chairman for the year 2023/24

The Chairman invited nominations for Vice Chairman. Confirming that Cllr. Goodwin had been asked if they were happy to assume the role again this year, Cllr. J. Tull proposed that Cllr. Goodwin be nominated for this role. This nomination was seconded by Cllr. Nash, put to the meeting and carried unanimously.

23106 Chairman's Welcome

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

23107 To receive apologies

The meeting noted apologies from Councillors Webb, Symonds & Goodwin.

23108 To Receive Declarations of Interest

None

23109 Chairman Report

The meeting noted the report previously circulated.

23110 To confirm the minutes of meeting held on Monday 24th April 2023

Councillors unanimously **RESOLVED** the minutes for the meeting held on 24th April 2023 be signed as constituting an accurate record of proceedings.

23111 Public Participation Session, when members of the public may raise matters with Councillors
The new Resort General Manager for Gwel an Mor addressed councillors, introducing themselves, explain their background in the tourism industry, and outlining their keenness to work with the community.

23112 To receive the report of Cornwall Councillor Dave Crabtree, authorise any actions and consider any associated expenditure

Cllr. Crabtree addressed the meeting highlighting:

- Their visit with D&C police to Tregea Hill to view the garden waste tip, reported by PC Rowe.
- Speedwatch dates will be arranged, and Cllr. Crabtree confirmed the police continue monitor speeding traffic in Portreath.
- Cllr. Crabtree informed the meeting that the Local Member cannot refer a planning application to committee when the planning application is classed as a householder application.
- Their meeting with members of Love Portreath, who has asked what they could do regarding the potential development of the WAAF site. Cllr. Crabtree confirmed that they informed the group that this was now out of the control of the council due to the Heads of Terms agreement having been signed, allowing them the time to investigate if an affordable housing development could be built on the site.
- Their first meeting with the new Resort General Manager at Gwel an Mor
- Lack of funding for the bus shelter requested for Bridge Moor.

23113 To form a Staffing Committee and appoint members

The meeting unanimously **RESOLVED** to for a staffing committee with the following councillors as members:

Cllrs, Stewart, Nash, Webb, J. Tull & Symonds

23114 Consider delegation arrangements to Staffing Committee

Members of Portreath Parish Council unanimously **RESOLVED** that the arrangements to be delegated to the staffing committee are as follows:

- a. to be responsible for staff recruitment;
- b. confirm individual Contracts of Employment and all terms and conditions;
- c. plan for regular objective review of the Clerk's performance by this committee and take necessary action thereon;
- d. decide upon annual salary awards;
- e. appoint a member of the committee to seek advice for the committee in the event of a dispute between the Council and the Clerk;
- f. consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action thereon;
- g. as and when required under the Council's Disciplinary and Grievance Procedures, appoint an Appeals Panel, whose members will not be members of the Staffing Committee, and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting;
- h. consider recommendations from the Appeal Panel and take necessary actions thereon.

23115 To adopt of the terms of reference (TOR) for the Staffing Committee

Members of Portreath Parish Council unanimously **RESOLVED** to adopt the previously circulated Terms of Reference for the Staffing Committee.

23116 Appointment of members to Staffing Committee;

The meeting acknowledged that the membership of the committee be as agreed under item 11 on the agenda, (Minute ref: 23113)

23117 Review of standing orders

The Council reviewed the Standing Orders and agreed that there were no changes required.

23118 Review of financial regulations

The Meeting noted the Clerks recommendations, and the Clerk agreed to find the model policy ready for the council to adopt at a future meeting of the council.

23119 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses

The Council reviewed the arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses, noting:

Contractors:

E Sampson	Litter Picking
K Richards Landscaping	Grounds Maintenance (toilets)
M Southerden	Management of Public Toilets
Wallgate	Service Contract for hand wash units in toilets

Arrangements are currently in place with:

Diane Green	Payroll Support
S Hudson Accounting	Auditor (Internal)
BDO LLP	Auditor (external)
Vision ITC	Website Hosting, Data Back Up IT Support (inc. NDP website)
ICO	Registration as Data Controller
BOPP	QR Donation Platform (utilised for the public toilets)
St Mary's Church	Hall Hire for meetings and Community Catch Up Sessions
Unity Trust Bank	Bank Accounts
Action for Children	Provision of youth engagement
Age Uk	Membership to allow transport hire for Community Catch up
Classic Builders (SW LTD)	Option Agreement for the redevelopment of the WAAF site for affordable housing

Regular suppliers included:

Octopus	Electricity; Toilets paid by Direct Debit
South West Water Business	Water & Sewerage; Billed quarterly, paid by BACS
NEST	Pensions; Monthly Direct Debit

23120 Review of representation on or work with external bodies and arrangements for reporting back;

The Council reviewed representation on or work with external bodies and arrangements for reporting back noting:

Body/Group/Organisation	Current Representation	Reporting Arrangements
CPIR Community Network Panel Now known as the Community Area Partnership, CAP	Chairman	Verbal report at meetings where required
NHS North Kerrier Reference Group	Cllr. Gillian Tull	Brief email or verbal report at meetings where required
Police Liaison	Cllr. Webb	Written report and verbal report at meetings and in between where required
Mining Villages Regeneration Group	Chairman	Verbal report at meetings where required

Councillors agreed to continue with the arrangements for representation into 23/24.

23121 Review of inventory of land and other assets including buildings and office equipment;

Councillors reviewed the inventory of land and other assets including buildings and office equipment. The meeting agreed that this record was an accurate inventory of the councils' assets.

23122 Confirmation of arrangements for insurance cover in respect of all insurable risks;

The Clerk confirmed the insurance arrangement for the council and commented that the policy is due for renewal on the 1st June 2023.

23123 Review of the Councils Risk Management policy and Register

The Council reviewed the Risk Management Policy and Register and agreed that there were no changes required.

23124 Review of the Council's and/or staff subscriptions to other bodies;

Councillors review of the Council's and/or staff subscriptions to other bodies noting:

Body/Group/Organisation	Membership Type	Annual Cost
Cornwall Association of Local Councils (CALC)	Council Membership	£432.86
National Association of Local Councils (NALC)	Council Membership	£93.45
Society of Local Council Clerks (SLCC)	Clerks Membership	£187.00
Society of Local Council Clerks (SLCC)	Clerks CPD Membership	£55.00
Mining Villages Regeneration Group	Council Membership	£100.00

23125 Review of the Council's complaints procedure;

The Council reviewed the Council's complaints procedure and agreed that there were no changes required.

23126 Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21);

Councillors reviewed of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*) and agreed that there were no changes required to the Freedom of Information Act Policy for Handling Requests for Information.

The Clerk identified a gap in the Councils policies and requested that a councillor look at finding a data protection policy and document retention policy that can be adapted and adopted by this council.

23127 Review of the Council's policy for dealing with the press/media;

The Clerk identified a gap in the Councils policies and requested that a councillor look at finding a dealing with the Press/media policy that can be adapted and adopted by this council.

23128 Review of the Council's employment policies and procedures;

The Clerk recommended Staffing Committee review all relevant policies at their September Committee meeting.

23129 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972.

The council reviewed the S137 expenditure for the year 22/23 noting:

Date	Amount	Particulars
28/07/2022	£250.00	Donation to Portreath Surf Lifesaving Club
21/10/2022	£215.00	RBL Poppy Appeal – Poppy Wreaths
11/11/2022	£500.00	RBL Poppy Appeal - Lorry Poppies, poppy crosses, car poppies
22/11/2022	£17.00	Donation to Royal British Legion from Cllr. Crabtree (2021 donation)
22/11/2022	£50.00	Donation to Royal British Legion
27/01/2023	£150.00	Donation to Illogan Sparnon Silver Band
Total	£1182.00	

23130 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

The Council agreed that the dates for full council meetings for the year 23/24 be:

- 15th May 2023 Annual Meeting of the Council
- 22nd May 2023 Annual Meeting of Electors
- 5th June 2023
- 19th June 2023 Staffing Committee
- 3rd July 2023
- 31st July 2023 (Planning meeting ONLY if required)
- 4th September 2023
- 18th September 2023 Staffing Committee
- 2nd October 2023
- 6th November 2023
- 20th November 2023 (Only if required for the budgeting process)
- 4th December 2023
- 8th January 2024
- 5th February 2024
- 4th March 2024
- 25th March 2024
- 15th April 2024
- 13th May 2024 Annual Meeting of the Council

23131 Review the document; Portreath Parish Council - Business Cessation Plan

The Council reviewed document; Portreath Parish Council - Business Cessation Plan and agreed that there were no changes required.

23132 To note the decisions made under the scheme of emergency delegation during the year 22/23

The meeting noted the decisions made under the scheme of Emergency delegation during 22/23.

Date	Reference	Details
09/09/2022	OLB22-001	Purchase Floral Tribute to HM Queen Elizabeth II
09/09/2022	OLB22-002	Purchase of Framed Portrait of HM Queen Elizabeth II

23133 To consider extending the period of emergency delegation to the clerk in consultation with the council until the next annual meeting of the council

The meeting considered extending the period of emergency delegation to the clerk in consultation with the council until the next annual meeting of the council, and unanimously **RESOLVED** that Portreath Parish Council delegates authority to the Clerk informed by consultation with members of the Council, to take any actions necessary with associated expenditure up to £1500.00 to protect the interests of the community and ensure council business continuity during the periods where it is deemed inappropriate to meet due to an emergency situation.

23134 Planning

(a) To give consideration as consultees to:

- i) **PA23/03339 | Remodelling of the existing ground floor including two storey extension to the front, upper storey extension to the side and a single storey extension to the rear of the property | Rookery Farm Mile Hill Porthtowan Truro Cornwall TR4 8TY**
Members of Portreath Parish Council unanimously **RESOLVED** to support this application.
- ii) **PA23/01634 | Proposed refurbishment and extension to an existing reception and amenity building to provide new leisure facilities, including indoor and outdoor swimming pools etc, indoor and outdoor spa/wellness centre, fitness centre and indoor and outdoor food/beverage facilities, and associated landscaping and infrastructure works. | Gwel An Mor Feadon Lane Portreath Redruth Cornwall TR16 4PE**
Members of Portreath Parish Council unanimously **RESOLVED** to support this application.

(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 two 5 day notices, from Cornwall Council:

- PA22/04757, The council agreed with the recommendation of the planning officer to refuse this proposal.
- As discussed at the meeting held on the 24th April 2023, PA23/01921, the council requested that the planning office take the decision on the proposal to the planning committee. This application has subsequently been approved under delegated authority of the head of service.

(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 applications PA23/01921 and PA23/01667 had been approved.

23135 To note the report from the internal auditor, authorise any action and consider associated expenditure
The meeting noted the report of the internal auditor. The Clerk highlighted the need to implement a reserves policy.

23136 To Complete and approve the Annual Governance Statement for the year 2022/23

Following debate Cllr. J. Tull proposed that the Annual governance statement be completed with the response yes to questions 1-8 and n/a to question 9. This was seconded by Cllr. G. Tull put to the meeting and carried unanimously.

The Annual Governance Statement was signed by Chairman and the Clerk with councillors as witnesses.

23137 To Approve the Accounting Statements for the year 2022/23

The Clerk presented the Annual accounting Statement to members. Following debate, Cllr. J. Tull proposed that the Annual Accounting statement be signed by the Chairman as a fair representation of this Council's finances. This was seconded by Cllr. G. Tull, put to the meeting and carried unanimously.

23138 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 April 2023 balance of the current account stood at £37,814.64 and the balance of the Savings Account stood at £58,319.76. The Bank statements were signed by The Chairman.

ii) To approve the bank reconciliation for the month of April 2023

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

iii) To receive the Payment Schedule for the period 1st April– 30th April 2023 and authorise payment of invoices received, and payments scheduled for 1st May – 31st May 2023

Outlining the payment schedule the Clerk detailed payments made totalling £5260.70 for the period 1st April 2023 – 30th April 2023 and payments totalling £16,243.00 due for payment in the period 1st May 2023 – 31st May 2023.

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

iv) To note any income received

The meeting noted income of £41,821.01 received during the month of April. This included £40,000.00 1st instalment of the precept, £11.50 donations generated by the QR codes in the toilets and a CIL payment.

v) To note the receipt of CIL funds

The meeting noted receipt of a CIL payment of £1809.51.

The Clerk recommended:

Creating a CIL Reserve using the CIL income received £1809.51 and the CIL Monies remaining from 22/23 (from general reserves) £778.94 **Total reserve: £2588.45**. The Clerk commented that this will not affect the budget set at the December meeting as the year has started with slightly increased funds than predicted.

Councillors considered the recommendation and unanimously **RESOLVED** to council Create a CIL Reserve using the CIL income received £1809.51 and the CIL Monies received in 22/23 £778.94.

vi) To note and approve the regular direct debit payments from the current account

The meeting noted and approved the regular direct debit payments from the current account:

To	Frequency	Particulars	Amount
ICO	Annually	Annual Registration fee to ICO – Data Controller	£35
Octopus	Monthly	Monthly Electricity for Public Toilets at 03/05/22	Variable
NEST	Monthly	Pension Contribution's for staff	Variable
BOPP	Monthly	Fees for handling QR donations	Variable
Unity Trust	Monthly	Settlement of expenditure and monthly fees on the Unity Corporate Multipay Card (once application is approved)	Variable

vii) To approve the use of BACS and CHAPS payments

Councillors unanimously **RESOLVED** to approve the use of BACS and CHAPS payment to maintain smooth running of the councils' finances.

viii) Review of fees and charges

Councillors reviewed the fees and charges the council is committed to for the year 23/24.

To	Frequency	Particulars	Amount
ICO	Annually	Annual Registration fee to ICO – Data Controller	£35.00
Unity Trust Bank	Quarterly	Account Fees	£18.00
Octopus	Daily	Standing Charge	£0.5187
	Paid by monthly DD	Unit Price/ KWH	£0.3092
South West Water	As billed quarterly	Water / Cubic Meter	£1.9940
		Sewerage/ Cubic Meter	£3.2362
	Daily	Standing charge	£0.3093
Vision ICT	Annually	Website Hosting (PC website)	£175.00
	Annually	Website Hosting (NDP website)	£175.00
	Annually	SSL Certificate	£50.00
	Annually	Data Back up	£120.00
Hudson Accounting	Annually	Internal Audit	£200.00
BDO LLP	Annually	AGAR	£300.00
D Green	Annually	Payroll Support	£120.00
BOPP	Monthly	Donation Administration fees, min 0.05 % per transaction, max 50p per transaction	0.005% of donations

(b) Clerks Report

- The Clerk reported submitting a VAT 126 Claim of £3037.70.
- The Clerk reported they had submitted the CIL report for the year 22/23 to Cornwall Council.
- The Clerk reported that the year 22/23 ended with £60,136.00 in the reserves, which means that the free reserves stand at £15,136.00.
- The Clerk reported the busiest month ever work wise.
- The Clerk reported that they would be taking off half term 28th May – 2nd June for a break returning the office on the 5th June. Therefore, requesting any agenda items for the June meeting by the 22nd May at the latest.
- The Clerk reported a really successful beach Rugby, event. The Clerk informed the meeting that Cllr. Webb was negotiating with Redruth Rugby Club to co-host some further events.

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

The meeting noted the report previously circulated by Cllr Webb.

(d) Update from the Youth and Community Engagement Working Group

The meeting noted the report previously circulated by Cllr Webb.

(e) Update on the anti-dog fouling campaign

The meeting noted the report previously circulated by Cllr Webb.

(f) Update on the Community Catch Up Group

The meeting noted the report previously circulated by Cllr Webb.

23139 To Review and adopt the Safeguarding Policy, authorise any action and consider associated expenditure
Councillors considered the revised Safeguarding Policy. Cllr Nash advised of updated emergency numbers to be added to the policy. Councillors unanimously **RESOLVED** to adopt the policy.

23140 To formulate a response to the 20 is Plenty consultation, authorise any action and consider associated expenditure
Councillors discussed the proposed areas for the 20mph limits in the parish and agreed that a formal response would be submitted requesting that areas of Bridge Moor and Treglea Hill be reconsidered for inclusion.

23141 To review and adopt the Terms of Reference for the Climate Action Working Group authorise any action and consider associated expenditure
Councillors considered the revised Terms of Reference for the Climate Action Working Group and unanimously **RESOLVED** to adopt the policy.

23142 Update on projects for the year 23/24, authorise any action and consider associated expenditure

a) Former Public Toilets – Redevelopment

The Chairman confirmed where the project was to date advising councillors that the grant from the Community Capacity Fund had been awarded, which will fund the surveys required.

The Chairman informed the meeting that there was still an outstanding business rates bill for the former toilets had been received, and confirmed that the council was seeking advice on how to proceed, following the revaluation of the building.

b) Public Toilets

The Chairman informed the meeting that service for the handwash is due tomorrow and that at the same time Wallgate would be inspecting the toilet which is not working.

c) Technology

The Clerk reported that Cllr. Goodwin had replaced the lead for the projector to combat the issues experience at the last two meetings.

d) WAAF Site

i) General update

None

ii) Update on the proposals for the future of the WAAF Site, authorise any action and consider associated expenditure

The chairman advised that he had been informed that an archaeological survey of the area had been carried out on behalf of the developers. The Chairman advised that Coastline housing had requested a meeting with councillors. The Clerk advised that the meeting would form an extraordinary council meeting but would need to be held in closed session due to the confidential nature of the business. The Clerk advised they would publish an agenda as the meeting is confirmed.

23143 Update from the Portreath Climate Action Network, authorise any action and consider associated
None

23144 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

- Free Tree for communities offered by Cornwall Council. Following discussion no action was required.
- Gwel an Mor – request for pre application planning meeting. Councillors acknowledged the request and suggested that for the purposes of transparency that consideration should be given to inviting members of the public to this meeting.
- Various correspondence asking questions about the WAAF site. The Clerk reported the receipt of several emails requesting details regarding the WAAF site, all of which had been responded to. The Chairman encouraged interested parishioners to attend council meetings where the WAAF site is discussed most months.

23145 To give consideration to any applications received for grants/donations

None

23146 To agree the date of the next meeting, Monday 5th June 2023, 6:30pm

Councillors agreed that date of the next meeting be Monday 5th June 2023, 6:30pm. The Chairman confirmed that this meeting would be held at St. Mary's Church Hall.

The Chairman reminded councillors of the annual parish meeting on the 22nd May and encouraged their attendance.

23147 Close of Meeting

The Chairman thanked everyone for their attendance and participation and closed the meeting at 20:18.

5th June 2023

Cllr. Mr. Ian Stewart