

**Minutes for the FULL MEETING of PORTREATH PARISH COUNCIL  
on Monday 2<sup>nd</sup> October 2023, held at St. Mary's Church Hall, 6:30pm**

Councillors: Mr. I. Stewart, Mr. J. Tull, Mr. M. Hitchen, Mrs. S. Nash, Mrs. V. Webb, Mr S. Goodwin & Ms. J. Parker  
24 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>CAP</b>	Community Area Partnerships
<b>NDP</b>	Neighbourhood Development Plan
<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>WAAF</b>	Women's Auxiliary Air Force
<b>HOT</b>	Heads of Terms
<b>TOR</b>	Terms of Reference
<b>FOI</b>	Freedom of Information
<b>CIL</b>	Community Infrastructure Levy
<b>FSCS</b>	Financial Services Compensation Scheme
<b>CLUP</b>	Community Levelling Up Program

**23241 Chairman's Welcome**

The Chairman welcomed those present to the meeting and explained procedures for the meeting, highlighting the standing orders relating to public participation in meetings.

**23242 To confirm the minutes of the full council meeting held on Monday 4<sup>th</sup> September 2023**

Councillors **RESOLVED** the minutes for the meeting held on 4<sup>th</sup> September 2023 be signed as constituting an accurate record of proceedings.

**23243 To Receive Apologies**

The meeting noted apologies from Cornwall Councillor Crabtree and Cllrs G Tull & Goodwin.

**23244 Declaration of Interests**

Cllr. Parker declared an interest on items 8, a, i & ii on the agenda.

**23245 Chairman's Report**

Councillors noted the Chairman's report.

**23246 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 the meeting on behalf of the 6 electors who called the parishioners meeting speaking in objection to the proposal for the 100% affordable housing development at the Former WAAF Site. The parishioner suggested that the group would be submitting an objection to the planning application when validated based on evidence they had accumulated. The parishioner asked the following questions of the council.

- Is there any public evidence of the project that the group may not have sight of?
- Why is there no allowance on the HOT for the council to halt the project if they are not satisfied with how the project is progressing?
- Will the NDP be reviewed to add the proposed site as an area designated for development?

A member of the public spoke in objection to the proposal for the 100% affordable housing development at the Former WAAF Site, suggesting that the council was not representing the views of the public by pushing forward with the project.

A neighbouring landowner to the Former WAAF spoke outlining the difficulties they had accessing their property with the with access to the WAAF Site being restricted. The members of the public suggested a program of signage to ensure public access was restricted to the site.

A Parishioners spoke with concern of the capacity of the council to respond to the queries of the public. The Parishioner asked

- Why additional clerical support could not be made available to the Clerk.

A member of the public spoke in objection to the proposal for the 100% affordable housing development at the Former WAAF Site. The speaker highlighted that not all parishioners have access to the internet and that consultation on the project should have been more inclusive. The Speaker asked,

- Why the council wanted to move forward with the project?
- What the money generated by the sale of the land was ring fenced for?
- Why does the council need a parish office?
- Why could the council not utilise the community spaces in the parish as office space?

The Chairman briefly answered some of the points highlighted by the speakers, referring to the councils' standing orders stated that full responses would be published by the council on due course, asking the speakers to supply their email addressed to the Clerk in order for a direct response.

The Chairman highlighted several documented cases of unauthorised access to the WAAF site and urged members of the public and parishioners not to access the land without prior agreement of the council, and commented on the impact unauthorised access has been having on the neighbouring landowners.

**23247** To receive the report of Cornwall Councillor Dave Crabtree, authorise any actions and consider associated expenditure

The Clerk read the October report for Cllr. Crabtree.

**23248** Planning

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

- i) **PA23/05264 | Listed Building Consent: Replacement roof and re-felting works | Bridge Inn Bridge Hill Bridge Redruth Cornwall TR16 4QW**  
*Cllr Parker declared an interest in the proposal and left the meeting.*  
Members of Portreath Parish Council unanimously **RESOLVED** to support the proposal.
- ii) **PA23/05263 | Replacement roof and re-felting works | Bridge Inn Bridge Hill Bridge Redruth Cornwall TR16 4Q**  
Members of Portreath Parish Council unanimously **RESOLVED** to support the proposal.  
*Cllr. Parker rejoined the meeting.*
- iii) **PA23/07210 | Proposed improved parking, removal of window and door to West elevation and installation of bi-fold doors, internal alterations and external cladding. | Heathers Hollies Green Lane Portreath Redruth Cornwall TR16 4NX**  
Members of Portreath Parish Council unanimously **RESOLVED** to support the proposal
- iv) **PA23/04617 | Replacement roof, proposed Juliet balconies and internal alterations. | Kerensa An Mordros 7 Hillside Portreath Redruth Cornwall TR16 4LL**  
Members of Portreath Parish Council unanimously **RESOLVED** to support the proposal
- v) **PA23/05425 | Single storey extension to create increased master bedroom accommodation. Separate Extension to create enlarged entrance lobby / porch and boot room at ground floor level and media room, study at first floor level. Implementation of garage and workshop area already consented under. | Gooden Heane Lighthouse Hill Portreath Redruth Cornwall TR16 4LH**

Following discussion regarding the proposal and how it fitted with the NDP councillors

unanimously **RESOLVED** to raise no objections to the proposal, but to ask that the planning officer ensures that planning application PA14/03238 has not lapsed.

**(b) To give consideration as consultees to any planning applications received since the preparation of this agenda**

The Clerk reported that planning application PA23/ 07379, for consideration at the next meeting of the council.

**(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 a 5 day notice regarding planning application PA23/04501, requesting the application be determined by the planning committee.

**(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 PA23/06361 had been approved.

**23249 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 30<sup>th</sup> September 2023 balance of the current account stood at £3627.35 and the balance of the Savings Account stood at £99094.73 The Bank statement for the month of September 2023 was signed by the Chairman.

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

The Clerk presented the Bank reconciliation for the month of September 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> September– 30<sup>th</sup> September 2023 and authorise payment of invoices received, and payments scheduled for 1<sup>st</sup> October 2023 – 31<sup>st</sup> October 2023**

Outlining the payment schedule the Clerk detailed payments made totalling £10782.30 for the period 1<sup>st</sup> September – 30<sup>th</sup> September 2023 and payments totalling £14236.00 due for payment in the period 1<sup>st</sup> October 2023 – 31<sup>st</sup> October 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 Clerk reported income of £40,475.54, made up of the second instalment of the precept (£40,000.00), BOPP donations (£7.50) and bank account interest (£463.54).

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

**i) General report**

- The Clerk reported a busy month, informing councillors that at the end of September they had built up 72 additional hours worked this year.
- The Clerk reported that the objections to the former WAAF Site project are taking a disproportionate amount of their time to address.
- The clerk asked for councillors' support with the service, commenting that she would be calling on them nearer the time for help with putting up poppies, baking cakes, delivering letters to businesses affected by the road closures amongst other tasks.
- The clerk reported that the AGAR was now complete, however they had received a query from the auditors on the 18th September, which they responded to on the 19<sup>th</sup> September, but they had to chase the auditors for the conclusion of audit on the 29<sup>th</sup> September, to which the response of the auditor was that they needed further explanations for the expenditure in 22/23. The Clerk confirmed that they provided the requested information, and the conclusion of audit was received at 17:19 pm. The Clerk outlined the council's legal obligation to publish the conclusion of audit before the 30<sup>th</sup> September. The Clerk

commented that they would be taking the matter up with CALC as this was an unacceptable time frame for the conclusion to be returned for publishing.

- ii) **To approve the use of Cornwall Council legal services to assist with FOI requests**, authorise any action and consider associated expenditure  
The Clerk confirmed that the cost of Cornwall Council's legal advice on the matter was £118 per hour.

Members of Portreath Parish Council unanimously **RESOLVED** to approve necessary expenditure for legal advice from Cornwall Council legal services to assist with FOI requests at a cost of £118 per hour.

- iii) **To approve the purchase of a data only sim card for the council wifi dongle**, authorise any action and consider associated expenditure

Members of Portreath Parish Council unanimously **RESOLVED** to approve the purchase of a data only sim card for the council wifi dongle.

- iv) **To approve the hosting of a Community Road Closure training course for councillors and staff**, authorise any action and consider associated expenditure

The Chairman outlined the course and costs, commenting that it was likely that they could get attendees from other councils to attend to reduce the costs.

Members of Portreath Parish Council unanimously **RESOLVED** to approve the hosting of a Community Road Closure training course for councillors and staff.

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

Cllr. Webb read the report from the neighbourhood beat manager which stated that in the 14 days leading up to the 28<sup>th</sup> September there were three recorded occurrences:

- 1x Civil Neighbourhood Dispute.
- 2x Public Safety- Animal/Wildlife

There were 11 calls to the police in the last month (28/08/2023-28/09/2023)

- Mental health X 3 (all the same incident)
- Suspect Drink Drive x 2
- Road traffic collision (no injury)
- Domestic Violence
- Suspicious incident
- Criminal Damage
- 1 x unattended log at the time of writing.

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

The meeting noted Cllr. Webb's report.

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

The meeting noted Cllr. Webb's report.

- (f) **Update on Warm Welcome: Portreath**

The meeting noted Cllr. Webb's report.

- 23250 Consider system for council policy review**, authorise any action and consider associated expenditure

The Chairman informed the meeting, that the council had been building its policies over recent years. The Chairman highlighted some gaps in the policies and stated that the policies in place needed reviewing on an annual basis, The Chairman referred to Cllr. Webb's review sheet and urged councillors to ensure they were following up with the policies they had been asked to review.

- 23251 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 informed the meeting that a considerable amount of work had been put into the CLUP application and that following a final meeting tomorrow with the grant facilitator the documents should be ready for submission.

The Chairman confirmed that the ITT had been published on the contracts finder website and asked the meeting to share these details with their contacts in the construction industry.

**b) WAAF Site**

**i) General update**

The Chairman reported a number of instances of unauthorised access. The Chairman confirmed that there was no unsupervised public access allowed at the site and informed the meeting that this had been the case since the council took ownership of the land in 2017.

**ii) To consider the security arrangements for the WAAF Site and agree a programme of security measures, authorise any action and consider associated expenditure**

Following the reported of unauthorised access to the site the Chairman suggested measures that could be taken to improve security at the site. The Chairman confirmed that access to the neighbouring property would be maintained. The Chairman highlighted instances of trespass on the land. The Chairman confirmed that other than the access agreed with the contractors working for Classic Builders (SW) access had been granted to the ecologist on behalf of Cornwall Wildlife trust only and that there should be no other persons accessing the site without prior arrangement with the Parish Council. The Chairman politely requested that any persons that have placed equipment on the site without the council's prior permission make contact with the Clerk as a matter of urgency to arrange its removal.

The council discussed several options for securing the WAAF Site. Following debate Members of Portreath **RESOLVED** to purchase new signage for the site, and allow the Clerk delegated authority to take action as required if the signage is not sufficient.

**iii) Update on the potential 100% affordable housing development of the Former WAAF Site**

The Chairman updated the meeting stating that at the time of this meeting:

- Classic Builders (SW) have confirmed that at present there are no further clearance works required for the feasibility study at the Former WAAF Site.
- Classic Builders (SW) have informed the council that the works for ground water monitoring and soil analysis would be undertaken on site in the coming weeks.
- Classic Builders (SW) have indicated that they are currently in the process of uploading their documentation (planning documents and surveys) to the national planning portal, ready for submission to Cornwall Council as a full planning application which should be complete by the 6<sup>th</sup> October 2023, ready for Cornwall Council to validate the application.

The Chairman reminded the meeting that Coastline Housing had advised it was common practice for planning applications to be submitted with survey results still outstanding.

**iv) To re-establish the membership of the working group for the WAAF Site**

The Chairman informed the meeting that the working group membership had dwindled following the resignation of councillors. The Chairman informed the meeting that there had been no requirement for input from the working group in recent months as all decisions were made by full council. The Clerk agreed to draft TOR for the Working Group.

Following discussion Members of Portreath Parish Council **RESOLVED** that the working group remain as required with membership of the working group being Cllr. Stewart, Cllr, Hitchen and Cllr. Goodwin.

Following further discussion, upon request of a member of the public, Members of Portreath Parish Council unanimously **RESOLVED** to add Mrs Tippet, member of the public to the WAAF Site working group.

**23252 To receive the report from Mr Brian Terry, on the progress of Portreath becoming a Fairtrade community,**

authorise any action and consider associated expenditure

Mr Terry addressed the meeting refreshing memories on the council's resolution to support Portreath becoming a fairtrade community.

Mr Terry informed the meeting that the Fairtrade Foundation had moved the date for Fairtrade fortnight to September from February, which gave more time for the group to establish themselves before submitting the application to the foundation for Portreath to become a Fairtrade Community.

Mr Terry informed the meeting that the next step would be to form a working committee, commenting that whilst he was keen to be involved this would need to be led by another committee member. Mr Terry informed the meeting that a representative from the church had stepped forward, but he would like to work with local businesses, the Parish Council, the School, and other community groups. Mr Terry informed the meeting that the committee ideally needed 6 members.

Mr Terry commenting on how busy the council was, stated this group would be a stand-alone group separate to the council, but requested that a page be dedicated to the Fair-Trade Community on the Parish Council website.

Mr Terry commented that once the committee was established a TOR would be produced, followed by an action plan. Mr Terry commented that they wanted to make links with the school and youth group and that they envisaged events being held throughout the year.

**23253 To receive various items of correspondence,** authorise any action and consider associated expenditure

**a) Correspondence circulated by email**

None

**b) General correspondence**

- **Request for information regarding licences for works at the former WAAF Site**
- **Request for the name of the ecologist supervising work at the former WAAF Site**

The Clerk displayed the various correspondence received in relation to the WAAF site.

The Clerk suggested sending a blanket response answering all questions as a means to saving their time. The Clerk presented a draft response. Councillors agreed to the response and asked the Clerk to send it on their behalf. The Clerk informed the meeting that the responses would be published on the Parish Council website.

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

- **Various correspondence relating to the WAAF Site**

The Clerk commented that this was covered under the previous agenda item.

- **Lighthouse Hill parking area**

The clerk reported receiving correspondence from Cornwall Council regarding the disposing of land on lighthouse hill to a local organisation. The clerk confirmed that the consultation required a response from the council but that would need to be discussed at the next meeting.

- **Parking on Beach Road**

The Clerk advised of correspondence received from CC Crabtree suggesting that with the change of management in the CC Highways department, it was likely that highways would support formalising the parking arrangements on Beach Road (installing diagonal marked parking bays), which has not previously been supported by the Highways management team. The Chairman explained the urgency of a request being submitted did not allow for this to be advertised on a parish council agenda for full discussion. The Chairman suggested that in order not to miss the opportunity which had been requested by parishioners on a number of occasions that the Clerk makes the request for the parking to be formalised on Beach Road with diagonal bays marked from the Anchor by the takeaway to the first bridge and from the first bridge to the start of the double yellow lines near to the public toilets be formally marked for parallel parking under delegated authority.

The Chairman explained that that the decision would be ratified at the next meeting of the council and would allow an opportunity for the Parish Council to consult with parishioners on their

thoughts of the scheme. The Chairman explained that if the request was not supported by parishioners the council could then resolve to withdraw the request from highways.

Councillors supported this suggestion and asked the Clerk to make the request under delegated authority, and to include the matter on the agenda for the next council meeting for full discussion and to set a timetable for public consultation on the matter.

**23254 To give consideration to any applications received for grants/donations**

None

**23255 To agree the date of the next meeting, Monday 6<sup>th</sup> November,**

Councillors agreed the date of the next full meeting of the council be Monday 6<sup>th</sup> November 2023

**23256 Close of Meeting**

The Chairman thanked everyone for their attendance and participation and closed the meeting at 20:37.

6<sup>th</sup> November 2023

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Cllr. Mr. Ian Stewart

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