

**Minutes for the FULL MEETING of PORTREATH PARISH COUNCIL
on Monday 6th November 2023, held at St. Mary's Church Hall, 6:30pm**



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

Abbreviations:

CC	Cornwall Council
EA	Environment Agency
CPIR	Camborne Pool, Illogan & Redruth & the Mining Villages
MVRG	Mining Villages Regeneration Group
CAP	Community Area Partnerships
NDP	Neighbourhood Development Plan
PIC	Portreath Improvements Committee
CALC	Cornwall Association of Local Councils
SLCC	Society of Local Council Clerks
CAP	Climate Action Plan
CAWG	Climate Action Working Group
WAAF	Women's Auxiliary Air Force
FOI	Freedom of Information
CIL	Community Infrastructure Levy
CLUP	Community Levelling Up Program
MAT	Multi Academy Trust

23272 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.

23273 To confirm the minutes of the full council meeting held on Monday 2nd October

Copies of the council's standing orders were offered to parishioners to highlight the legal requirements for information which should be included in parish council minutes.

Councillors unanimously **RESOLVED** the minutes for the meeting held on 2nd October 2023 be signed as constituting an accurate record of proceedings.

23274 To Receive Apologies

The meeting noted apologies from Cllrs. Hitchen and J Tull.

23275 Declaration of Interests

None

23276 Chairman's Report

The Chairman opened the report with a personal message apologising for his behaviour towards parishioners at recent meetings.

Councillors noted the Chairman's report.

[Chairman's Report - Nov 23](#)

23277 Public Participation Session, when members of the public may raise matters with Councillors, (limited to 3 minutes per speaker with a maximum of 15 minutes in total)

- A representative of Portreath School spoke to thank Councillors G & J Tull and Webb for their significant contributions to the school community.
- Speaking in relation to the potential development of the Former WAAF Site as a 100% affordable housing development a parishioner outlined the Biodiversity Net Gain Strategy and the hierarchy for Biodiversity Net Gain. Highlighting that the compensating off site may not be of benefit to this community if the developers need to make the compensations out of the parish. The Parishioner

highlighted the wildlife corridor that would be affected by the development of the Former WAAF Site and expressed their view that to reach the Biodiversity Net Gain required for this development there would be considerably more than 10% needed to compensate for the gap in the wildlife corridor.

- Representative of the CAWG addressed the meeting apologising that the presentation from the flood team at CC planned for the start of this meeting would be delayed until the new year to allow adequate time for the EA to be involved in the presentation.
- A parishioner thanked the council for the responses to their questions and commented that they were pleased to hear that councillors had been made aware that Planning law makes clear that the development plan is required to be read as a whole. With no individual policy being more or less important than the others.

The parishioner went on to question if the grant applied for, for the project for the redevelopment of the former toilets would cover the total cost of the project or if match funding was required.

The Chairman confirmed that there was no requirement for match funding for the grant, however the monies spent to date had been included in the grant application to show the councils commitment to the project.

- A parishioner asked why the council felt the development of the WAAF site was needed. The Chairman directed the parishioner to the Parish Council Website where this has been explained in a number of documents.

The Parishioner went on to ask if the council has influence over the water company who are constantly releasing sewerage into the sea during periods of heavy rain.

The Chairman commented that the council had no influence over the water company.

23278 Presentation from a representative of the Crofty Multi Academy Trust regarding the potential expansion of Portreath School, authorise any actions and consider any associated expenditure

Representative of the Crofty MAT shared their vision for the expansion of Portreath School to provide in time 7 classrooms with the capacity of the school expanding over the coming years to accommodate 210 pupils. The representatives highlighted the need for extra school places in the area.

[Crofty MAT Presentation 06/11/23](#)

23279 To receive the report of Cornwall Councillor Dave Crabtree, authorise any actions and consider any associated expenditure

Councillors noted the report from CC Crabtree.

[CC Crabtree - November Report](#)

23280 Planning

(a) To give consideration as consultees to:

- PA23/07570 | Retrofit to an existing community workshop building to improve its thermal performance and accessibility, with ancillary shed and associated landscaping. | Upcycle Kernow Unit 1 Palm Oasis Portreath Retail Park New Portreath Road TR16 4FX**
Members of Portreath Parish Council unanimously **RESOLVED** to support the proposal.
- PA23/07379 | Change of use from residential use currently restricted to holiday accommodation to unrestricted dwelling C3 use. | Wingfield Cottage Wingfield Nancekuke Redruth Cornwall TR16 5UF**
Members of Portreath Parish Council **RESOLVED** to support the proposal.
- PA23/07425 | Reposition of approved extended dwellings known as Unit 3 & 4 Cambridge Barn (resubmission of PA20/02254) without compliance of condition 2 in relation to decision notice PA20/07498 dated 17/08/2021 Condition Number(s): 2 Conditions(s) Removal: following the granting of PA23/04429 the site is now larger. we wish to reposition the approved units so that unit 4 can re | Cambridge Nook Cambridge Farm New Portreath Road Redruth Cornwall TR16 4QL**
Members of Portreath Parish Council unanimously **RESOLVED** to support the proposal.

- iv) **PA22/10756 | Retention of Existing Incidental Outbuilding to Allow for Annex Accommodation | 14 Glenfeadon Terrace Portreath Redruth Cornwall TR16 4JX**
Following discussion, which noted that little had changed since the initial application was considered, mirroring their comments for the previous submission Members of Portreath Parish Council unanimously **RESOLVED** not to support the proposal, as it is not compatible with the Portreath Neighbourhood Development Plan. The original condition 2 in the permission PA17/08228 should remain. The Incline is a significant part of the heritage of the area and should not be obstructed or in any way diminished. Parking arrangements are also of concern.
- v) **PA23/07981 | Proposed replacement dwelling and associated works. | Sunnyside Farm Cambrose Redruth Cornwall TR16 4HT**
Members of Portreath Parish Council unanimously **RESOLVED** to support the proposal.
- vi) **PA23/08650 | Certificate of lawfulness for the existing use of the regularisation of works undertaken to property consisting of two window openings changed to doors | Atlantic Cafe Bar Sea Front Portreath Redruth Cornwall TR16 4NN**
Members of Portreath Parish Council unanimously **RESOLVED** to support the proposal.

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

The Clerk highlighted planning application PA23/08778 which had been received since the preparation of the agenda. The Clerk explained that as this is a non-material amendment an extension of time for comment by the council would not be granted.

Members of Portreath Parish Council **RESOLVED** to support the proposal.

The Clerk informed the meeting of planning application PA23/08573 Cuckoo Valley, the Clerk confirmed that the council had not been consulted on this application as it is for prior notification of an agricultural development.

(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

Councillors noted that the decision for planning application Gwel an Mor PA23/04501 Erection of ten holiday lodges and associated infrastructure and landscaping would be decided by the planning committee. This will be attended by Cllr. Goodwin on behalf of the council.

The meeting noted that planning applications PA23/04617, PA23/05263, PA23/01766 & PA23/05264 had been approved.

23281 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 31st October 2023 balance of the current account stood at £19,185.83 and the balance of the Savings Account stood at £79,094.73 The bank statement for the month of October 2023 was signed by the Chairman.

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

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

[October 23 - Bank Reconciliation](#)

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

Outlining the payment schedule the Clerk detailed payments made totalling £5132.74 for the period 1st October– 31st October 2023 and payments totalling £15418.00 due for payment in the period 1st November 2023 – 30th November 2023.

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

[October 23 - Payment Schedule](#)

iv) To note any income received

The meeting noted £3.00 income donations towards the running costs of the toilets and £724.72 CIL Payment received during the month of October.

[October 23 - BOPP Activity](#)

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

i) General report

- **Hours:** The Clerk reported that they will have worked a minimum of 90 hours over the contracted hours by end of November.
- **Social Media.** The Clerk explained they had received a FOI request from a member of the public by their own personal social media pages. The Clerk confirmed they do not conduct Parish Council business via their personal social media, email or phone and that it was unacceptable for this to have happened. The Clerk advised the meeting of the correct channels for all correspondence.
- **NALC SLCC 23/24 Pay award:** The Clerk confirmed that negotiations had now concluded and the 23/24 award been granted.
[E01-23 2023 Local Government Services Pay Agreement](#)
- **Biodiversity Duty:** The Clerk explained they had learned of this new duty which comes into force on the 1st January 2024. The council must have completed their first consideration of what action to take for biodiversity by 1 January 2024. This will be included for discussion at the December meeting of the council.

The Clerk expressed concern that the deadline is so close, and they the council had not been made aware of the duty by CALC.

ii) Review of the 2023 Remembrance Service and Parade

The Clerk summarised the event. The meeting noted that arrangements for road closure for the 2024 service should be revised.

The Clerk highlighted the reason that wreaths should be purchased from RBL rather than recycled due to the restrictions for making donations to national charities.

The Clerk sought permission to make a donation of £150.00 to the Illogan Sparnon Silver band who had supported the event and to send a token of Thanks to Padre Colin, RAF Chaplain at RAF St Mawgan who conducted the service. Both were unanimously approved by councillors.

iii) To note the decrease in unit price by 5% from Octopus effective from the 1st November 2023

The meeting noted the decrease in unit price by 5% from Octopus effective from the 1st November 2023.

iv) To note the response to the casual vacancy of councillor

The meeting noted the lack of interest in the position.

v) To approve the amended timescales for filling the casual vacancy of councillor, authorise any action and consider associated expenditure

The meeting agreed to continue advertising until a suitable candidate could be found.

(c) Staffing Committee Update

The meeting noted the staffing committee update from Cllr. Webb.

[Staffing Committee Update - 06/11/23](#)

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

Cllr Webb read the report of the neighbourhood beat manager.

[Neighbourhood Beat Manager's Report 06/11/23](#)

Cllr Webb commented that there had been no police liaison meeting in the month of October.

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

i) General Update

The meeting noted Cllr. Webb's report.

[Cllr Webb's Report Nov 23](#)

ii) To consider hosting 10 netball sessions for young people to ages 11-19 (25 with SEND), including covering insurance costs, Enhanced DBS check costs for 4 volunteers and venue costs

The meeting noted Cllr. Webb's report.

[Cllr Webb's Report Nov 23](#)

Cllr Webb proposed that Members of Portreath Parish Council approved expenditure up to £300 to deliver 10 netball sessions for young people to ages 11-19 (25 with SEND), including covering insurance costs, Enhanced DBS check costs for 4 volunteers and venue costs. With match funding being sought from other participating councils, Redruth Town Council, Illogan Parish Council and Camborne Town Council. This was seconded by Cllr. Tull, put to the meeting and carried unanimously.

(f) Update on the anti-dog fouling campaign

The meeting noted Cllr. Webb's report.

[Cllr Webb's Report Nov 23](#)

(g) Update on Warm Welcome: Portreath

The meeting noted Cllr. Webb's report.

[Cllr Webb's Report Nov 23](#)

23282 2024/25 Budget Setting

a) To consider the draft budget for 2024/25

The Clerk summarised the draft budget stating that significant further work was required before presenting to the full council for approval. The Clerk suggested a public consultation/ budgeting workshop and a working group meeting prior to presenting the final draft to the council.

b) To approve a 24/25 budget workshop/public consultation, 22nd November 2023, 10am – 11am.

Councillors approved the public budget workshop /consultation session, to be held on the 22nd November 2023, between 10am and 11am, to be held at the Jubilee Room, Millennium Hall. Councillors asked the clerk to advertise this community engagement consultation event.

c) To form a Budget 24/25 working group to consider amendments to the draft 24/25 budget

The meeting **RESOLVED** to form a task and finish working group to review the draft budget, membership of the group to be:

Cllrs. Stewart, Goodwin, Webb & J. Tull

d) To set a date for a meeting of the 24/35 Budget working group, 22nd November 2023, 11am – 12noon

The meeting approved the date for the budget working group meeting as 22nd November 2023, 11am – 12noon, to be held at the Jubilee Room, Millennium Hall.

23283 To ratify the decision to request the formalisation of parking arrangement on Beach Road made under delegated authority by the Clerk in conjunction with Councillors, authorise any action and consider

associated expenditure

Councillors ratified the decision to request the formalisation of parking arrangement on Beach Road made under delegated authority by the Clerk in conjunction with Councillors.

23284 To ratify the approval of the Event, Trembling Tram made under delegated authority by the Clerk in conjunction with Councillors, authorise any action and consider associated expenditure

Councillors ratified the approval of the Event, Trembling Tram made under delegated authority by the Clerk in conjunction with Councillors.

23285 To consider a response to the notification from Cornwall Council of their intent the dispose of land known as Lighthouse Hill carpark, recreation area and surrounding area to another community organisation, authorise any action and consider associated expenditure

The Chairman informed the meeting that the council had been notified by Cornwall Council of their intent to dispose of land known as Lighthouse Hill carpark, recreation area and surrounding area to another community organisation.

The Chairman reminded councillors that the council had turned down the offer to devolve the land from Cornwall Council on a number of occasions historically and most recently, twice in the last 5 years when the council had considered devolving the land for use as a car park. The Chairman outlined the area in question, commenting that the land identified included common land which encompasses the cliffs and areas of seashore.

The Clerk advised strongly against devolving the land from Cornwall Council.

The Chairman informed the meeting of the financial liability of devolving the land from Cornwall Council and expressed concern that the package of land included an area of Common land. The Chairman reminded the meeting that the land was currently closed off to the public due to the condition of the ground.

Members of public present at the meeting expressed strong interest in the council devolving the land from Cornwall Council, making a number of suggestions for use of the land including, affordable housing, allotments, car parking, rewilding, selling to another community organisation at less than market value, selling on for profit.

The Clerk strongly advised against devolving land with the view to disposing of it at less than market value.

Councillors commented that with the strong feeling in the room the public should be consulted on the matter.

Following debate Members of Portreath Parish Council **RESOLVED** with 4 votes in favour and 2 against, to express an interest to Cornwall Council to devolve the land known as Lighthouse Hill carpark, recreation area and surrounding area, to work with other interested parties for the benefit of the parish, subject to a business plan being produced and adequate budget identified.

Cllrs Goodwin, Tull, Webb and Nash agreed to produce a business plan and to enable the Clerk to respond to the consultation before the deadline set by Cornwall Council.

23286 To consider and approve a response to the Cornwall Council Consultation: Licensing Act Policy Review, authorise any action and consider associated expenditure

The council agreed that no comments were necessary for the Cornwall Council Consultation: Licensing Act Policy Review

23287 To ratify the council's response made under delegated authority by the Clerk in conjunction with Councillors to the Cornwall Council review of polling districts and Polling Places-2023, authorise any action and consider associated expenditure

Councillors ratified the council's response made under delegated authority by the Clerk in conjunction with Councillors to the Cornwall Council review of polling districts and Polling Places-2023

23288 Update on projects for the year 22/23, authorise any action and consider associated expenditure

a) Former Public Toilets

i) General Update

The Chairman highlighted general maintenance required for the building, but commented with the current plans that no action would be taken at present.

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

The Chairman confirmed that the grant application submitted and passed the first stages of appraisal.

The Chairman informed the meeting there had been some interest in the contract for the work and that a Site meeting with contractor was planned for later in the week.

iii) **To note the extension of time to the closing date for tenders for the contract: *Demolition of redundant toilet block and construction of Parish Council Office and Meeting Room.***

The meeting noted that the deadline for tenders is now the 15th November 2023.

b) **WAAF Site**

i) **General update**

The Chairman informed the meeting that additional signage had been installed at the WAAF Site to discourage intruders.

The Chairman confirmed that they had increased the Security of the bunkers following the recent media coverage.

ii) **To note the submission of the planning application for the potential 100% affordable housing development of the Former WAAF Site**

The meeting noted that the full application had now been submitted.

The Chairman informed the meeting that Cornwall Council have requested a design Review of the plans for the potential 100% affordable housing development of the Former WAAF Site. This will be carried out by Design West. The Chairman confirmed that they have been invited to observe the review process. The Chairman confirmed the meeting was not open to members of the public and reiterated that they had been invited to observe only.

iii) **To note the council's response to question received during the month of October regarding the potential 100% affordable housing development of the Former WAAF Site**

The Clerk confirmed that the document had been sent directly to those who had requested responses by email and been published on the Parish Council website.

The Clerk reminded the meeting that if members of the public require a direct response to their questions that it was their responsibility to provide the Council with contact details.

23289 To receive various items of correspondence, authorise any action and consider associated expenditure

a) **Correspondence circulated by email**

- **Commons application, No. 2994, seeking to remove the status of common land from land at Nance Woods:** The Clerk commented that details of the public meeting are available on the Parish Council and Cornwall Council's website.

b) **General correspondence**

- **Complaint about the caravan encampment on Lighthouse Hill**
The Clerk confirmed that they had responded to the correspondence stating that the council continues to study how this can be addressed, to date with no progress.
- **Enquiry about the future of the Cornwall Council parking area on Lighthouse Hill**
The Clerk confirmed that they had replied to correspondence stating that Cornwall Council are responsible for the land.
- **FOI request for documentation from the council**
The Clerk confirmed that inline with the councils FOI Policy they had forwarded the information that had been requested to the members of the public.
- **Query regarding a householder planning appeal**
The Clerk informed the meeting that they had responded to a Query regarding a householder planning appeal, confirmed the date the council had received the notification and the date of the meeting it was noted at.
- **Concern from a parishioner at the stream be allowed to silt up adjacent to the beach**

The Clerk informed the meeting of the correspondence which had been directed to the Environment agency.

The Clerk reported that they had photographed the standing water at the mouth of the stream and forwarded it to the environment Agency for action. The Clerk commented that this had been acknowledged by the Environment Agency CC Crabtree and Martyn Alvey CC & Rhys Hobb from Cornwall Council.

- **Flood Meeting, to be arranged by the Climate Action Working Group**

Representative of the CAWG addressed the meeting confirming the date for the flood meeting as the 17th January 2024 at 6:30pm to be held at St Mary's Church. It was confirmed that representatives of the CC Flood Team and the EA would be in attendance.

c) Correspondence received since the preparation of this agenda

None

Due to the length of the meeting Members of Portreath Parish Council unanimously **RESOLVED** to suspend standing order '3X' to allow an extension of time to transact the remaining business on the agenda.

23290 To give consideration to any applications received for grants/donations

None

23291 To resolve under the 1960 Public Bodies (Admission to Meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed

Members of Portreath Parish council unanimously **RESOLVED** 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

23292 To consider appointing a contractor to carry out a Legionella Risk Assessment for the public toilets,

authorise any action and consider associated expenditure

The Chairman outlined the need for the risk assessment and gave an overview of the contractors who have quoted for the work.

Following discussion Members of Portreath Parish Council unanimously **RESOLVED** to appoint the contractor Scientific Services to carry out a Legionella Risk Assessment for the public toilets.

The meeting noted the local case studies from the contractor and noted that this contractor is the geographically closest provided to the council, complying with policy 6) and the short-term actions of the councils CAP.

23293 To approve the payment of the additional hours that the Clerk has worked up to this point in 23/24,

authorise any action and consider associated expenditure

Following discussion, Members of Portreath Parish Council unanimously **RESOLVED** to approve the payment of the additional hours that the Clerk has worked up to this point in 23/24.

23294 To agree the date of the next meeting, 4th December 2023, 6:30pm

Councillors agreed the date of the next full meeting of the council be Monday 4th December 2023

23295 Close of Meeting

The Chairman thanked everyone for their attendance and participation and closed the meeting at 21:11.

4th December 2023

Cllr. Mr. Ian Stewart