

Minutes for the FULL MEETING of PORTREATH PARISH COUNCIL
Held on Monday 5th February 2024, at St. Mary's Church Hall, from 6:30pm



Councillors: Mr. I. Stewart, Mr. S. Goodwin, Mr. M. Hitchen, Mrs. S. Nash, Mrs. V. Webb, & Ms. J. Parker
Cornwall Councillor Dave Crabtree
Mrs Ann Jarman (Co opted as councillor during meeting.)
14 Members of the Public
Lucy Jose, Clerk to the Council

Abbreviations:

CC	Cornwall Council
EA	Environment Agency
PPC	Portreath Parish Council
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
PAL	Portreath Association Limited
CALC	Cornwall Association of Local Councils
CaP	Climate Action Plan
CAWG	Climate Action Working Group
WAAF	Women's Auxiliary Air Force
CIL	Community Infrastructure Levy
CLUP	Community Levelling Up Program
AfC	Action for Children
TOR	Terms of Reference
SEND	Special Educational Need and Disabilities

24016 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. The Chairman reiterated that this was not a public meeting, but a meeting of Portreath Parish Council held in public

24017 To confirm the minutes of the full council meeting held on Monday 8th January 2024

Councillors unanimously **RESOLVED** the minutes for the meeting held on 8th January 2024 be signed as constituting an accurate record of proceedings.

24018 To Receive Apologies

The meeting noted apologies from Cllrs G. Tull & J. Tull.

24019 Declaration of Interests

Cllr. Hitchen declared an interest in agenda item 9, a, i) PA23/09381 | 'Erection of 7 sustainable holiday units' with variation of condition 7 of decision PA12/07395 dated 04/10/2012. | Cambridge Barn New Portreath Road Redruth Cornwall TR16 4QL.

24020 Chairman's Report

Councillors the Chairman's report.

[Chairman's Report - Feb 24](#)

24021 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)

The Planning agents for planning agents for planning applications PA23/09381, PA24/00565 and representatives for Portreath CP School introduced themselves to the meeting commenting that they were all present to answer councillor's questions on their respective planning applications.

24022 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's Report - Feb 24](#)

24023 To fill by co-option the casual vacancy of councillor

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

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

(b) Questions to the candidates from Councillors (maximum 3 minutes per candidate)

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

(c) Councillors to vote for the preferred candidate

Members of Portreath Parish Council unanimously **RESOLVED** to appoint Ann Jarman to fill the casual vacancy of councillor.

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

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

The Chairman welcomed Cllr. Jarman to sit with councillors and informed the meeting that the newly appointed councillor would be able to join discussion at this meeting but would not be entitled to vote until they had formally been summoned to a meeting.

24024 Planning

(a) To give consideration as consultees to:

i) **PA23/09381 | 'Erection of 7 sustainable holiday units' with variation of condition 7 of decision PA12/07395 dated 04/10/2012. | Cambridge Barn New Portreath Road Redruth Cornwall TR16 4QL**

Cllr. Hitchen declared an interest and left the meeting.

The Chairman summarised the proposal and read the comments of the planning officer and consultees from the planning portal.

The planning agent for the application summarised the need for the change of use of the current properties and answered questions from councillors regarding the proposal.

Councillors considered how the application sat within planning policy including the Portreath Parish NDP.

Following discussion, a proposal to object to the application was moved but this did not receive a second, therefore was not voted upon.

Following further discussion members of Portreath Parish Council **RESOLVED** to support the proposal providing that the properties were subject to the principal residency conditions as per policy 3 of the Portreath Parish NDP and that the recommendations of the Principal Public Space Officer (OPEN Space) as outlined on the planning portal are included in the proposal. This motion was passed with 3 votes in favour and 2 votes against.

ii) **PA24/00310 | Certificate of lawfulness for existing use of land for residential purposes | 2 Rookery Cottages Mile Hill Porthtowan Truro Cornwall TR4 8TY**

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

iii) **PA24/00565 | Removal of existing detached garage and construction of new extension providing utility, office and conservatory, with a balcony over. New porch at front, and decking added at rear. | Pentre Green Lane Portreath Redruth Cornwall TR16 4NX**

The applicants planning agent and applicant summarised the proposal and answered questions from councillors.

Following discussion Members of Portreath Parish Council unanimously **RESOLVED** to support the proposal providing the overlooking of the neighbouring property and the party wall arrangements are satisfactorily addressed.

iv) PA24/00506 | Proposed modular classroom building | Portreath Community Primary School Penberthy Road Portreath Redruth Cornwall TR16 4LU

The Chairman summarised the proposal commenting on the wealth of supporting information to the application. Councillors considered parking arrangements for the additional staff and noted the additional parking spaces that were proposed. Councillors acknowledged the Travel Plan and Transport Plan.

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

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

The Clerk informed the meeting that planning application PA24/00065 had been received for consultee comment, however, would be included for discussion 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

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 PA23/04696 had been approved and PA22/10612 had been withdrawn.

24025 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 January 2024 balance of the current account stood at £6250.28 and the balance of the Savings Account stood at £79,668.59 The bank statement for the month of January 2024 was signed by the Chairman.

ii) To approve the bank reconciliation for the month of January 2024

The Clerk presented the Bank reconciliation for the month of January 2024 to the meeting. This was approved by councillors and signed by the Chairman.

iii) To receive the Payment Schedule for the period 1st January – 31st January 2024 and authorise payment of invoices received, and payments scheduled for 1st February 2024– 29th February 2024

Outlining the payment schedule the Clerk detailed payments made totalling £8080.24 for the period 1st January 2024 – 31st January 2024 and payments totalling £14844.00 due for payment in the period 1st February 2024 – 29th February 2024.

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

iv) To note any income received

The Clerk reported income received of £1400.50, made up of, £1400.00 donation from PAL towards the running of the toilets and a 50p donation via BOPP.

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

i) General report

- The Clerk reported that they would be taking annual Leave from the 12-16th Feb 2024.
- The Clerk reiterated the administrative burden of processing expenses claims and commented that time taken to process these claims was making them far less cost-efficient than their intention.

- The Clerk confirmed that the Unity Trust Multi-pay Card application had been submitted to the Bank.

ii) To approve the purchase of business contract sim cards for the parish mobile telephone and Wi-Fi dongle

The Clerk reiterated the cost of the current system to the council and commented that it was far more cost effective to sign up to a sim only contract and the administration would only need to be carried out once and not each time top up was required. The Clerk reminded councillors why the council needed to sign up to a business sim rather than a personal one.

The Clerk recommended sim only contracts they had researched and been recommended by other Clerks.

Councillors unanimously **RESOLVED** to approve the purchase of the recommended contract sim cards for the parish phone and Wi-Fi device to be paid by monthly direct debit.

iii) To approve the upgrade of the first aid training for the Clerk to the full First Aid at Work qualification

The Clerk outlined the cost of the course. The Chairman commented that the course would take up 2 days of the Clerks time but acknowledged that the Council needed a qualified first aider for their events.

Following discussion Members of Portreath Parish Council **RESOLVED** to approve the Clerk attending the 2-day top up first aid training to give them the full First Aid At Work qualification.

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

The meeting noted Cllr. Webb's report.

[Police Liaison Group Meeting - Feb 24](#)

The Meeting noted the report of the Community Beat Manager.

[Community Beat Manager's Report - Feb 24](#)

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

i) General Update

The meeting noted Cllr. Webb's report.

[Cllr Webb's Report - Feb 24](#)

ii) Netball Update

The meeting noted Cllr. Webb's report.

[Cllr Webb's Report - Feb 24](#)

iii) Netball proposal: Consider resolving to support a netball match organised by the Community Junior Netball volunteers.

Members of Portreath Parish Council unanimously **RESOLVED** to support a netball match organised by the Community Junior Netball volunteers provided that the match is adequately risk assessed and covered by the relevant insurance.

(e) Update on Warm Welcome: Portreath

The meeting noted Cllr. Webb's report.

[Cllr Webb's Report - Feb 24](#)

Cllr Webb requested a note of thanks to Ms Lewis be recorded in the minutes of this meeting for their fascinating presentation at the recent Community Catch Up Session.

(f) Update from the Climate Action Working Group

A Representative of the working group addressed the meeting, commenting on how well supported the recent flood meeting had been. They listed a number of actions that they recommended from the meeting, including promoting the CC flood fact sheet and the presentations from the event. The representative highlighted free Climate literacy training available to individuals and businesses in Cornwall.

The representative suggested the agenda for council meeting be amended to allow the report of the CAWG to be heard at the start of a meeting. Informing councillors that they had comments on the

planning applications heard by the council that they would have liked to have shared with councillors prior to them making their decisions and expressed their concerns regarding planning application PA24/00506. Heated debate regarding how the group should work with the council followed.

It was agreed that a meeting of the CAWG needed to be arranged as priority and that communication between the council and the working group needed improvement.

24026 Update on projects for the year 23/24, authorise any action and consider associated expenditure

a) Former Public Toilets

i) General Update

None

ii) To consider and approve the updated risk assessment for the former public toilet building

The Chairman thanked Cllr. Webb for moving forward with this but informed the council that this needed further work before circulation and councillors' approval.

iii) Update on the progression of the redevelopment of the building, authorise any action and consider associated expenditure

The Chairman explained the complications that had arisen with the drains being shared with another property needing to be relocated. The Chairman commented that with the quotes received the works to design and approve the drainage redirection works would be a minimum of £5000 which was not budgeted or included in the CLUP grant, but necessary for the project to progress and would not include the cost of the actual movement of the drains.

The Chairman reminded the meeting of the request from the CLUP facilitation team for the council to carry out further public consultation on the outcomes of the grant. The Chairman informed the meeting that this was the reasoning for the slightly unusual questions. The Chairman informed the meeting that there had been a good response, but there were a number of further responses required to meet the requirements of the CLUP team. The Chairman informed the meeting that it had been brought to the attention of the working group that a group of objectors to another council project had been trying to sabotage the survey by encouraging its members to respond to the survey with the opposite outcomes than the council required.

b) Public Toilets

i) General Update

The Chairman informed councillors of the cost of the water tests identified in the Legionella Risk assessment for annual testing, recommending that councillors approve this annual expense.

Councillors unanimously **agreed** to the testing identified in the risk assessment.

c) WAAF Site

i) General Update

The Chairman informed the meeting that the Cornwall Badger Group had been trespassing on the WAAF Site in order to carry out informal & unauthorised badger surveys. The Clerk confirmed that they had written to the group expressing that any access to the site must be agreed with the Clerk and that free public access to the site was not permitted.

The Chairman commented that the council had always acknowledged the presence of Badgers on the site.

ii) Update on the progress of the planning application for the potential 100% affordable housing development of the Former WAAF Site

The Chairman informed the meeting that Classic Builders have indicated a further extension of time had been granted by Cornwall Council for the submission of supporting documentation to the application prior to validation. The Chairman commented that it was likely the application would be validated during the month of February.

d) Neighbourhood Development Plan - To receive the report on the possibility of reviewing the Portreath NDP, authorise any action and consider associated expenditure

Cllr Hitchen apologised that they had not had the capacity to complete a report for the council on the matter. Cllr. Hitchen agreed that when they had sufficient time, they would complete the report but would inform the Clerk when this should be added to the agenda, rather than keeping it as a rolling item.

e) Potential Acquisition of the land known as: Lighthouse Hill Car Park, Recreational Ground, Playing Field & surrounding land from Cornwall Council, authorise any action and consider associated expenditure

i) General Update

Cllr Webb update the meeting on the progress of the working group. They outlined the working group meeting that had recently been held and informed the meeting that they finalised the draft public consultation plan. Cllr. Webb outlined the current offer of a 30-year lease at a cost of £5000.00 per annum comment that the council did not have the resources to take this on and the consultation would need to identify a non-commercial use for the Cornwall Council to consider a transfer of the land for a nominal fee. Cllr Webb commented that it was important to manage the expectation of the public during the consultation as the council has very limited funds for this project.

The Clerk strongly advised against adopting the proposed consultation schedule commenting that the council is about to undertake its biggest project to date with the regeneration of the former public toilets, has the potential to move with the disposal of land for the 100% affordable housing development at the WAAF Site in the coming months, and that it is coming up to the busiest time for year for the Clerk and expressed their doubt that the council had the capacity to under take such an ambitious consultation at the present time.

The Clerk commented that the level of consultation proposed was unrealistic and not sustainable long term for future projects and decisions. The Clerk advised that Councillors should they consider a more practicable, manageable and realistic programme of consultation and considered that additional work any consultation would be generated for the Clerk, and, if moving forward with the project they exercise caution when decision making.

Finally, the Clerk reminded councillors that the current term of council would be ending in one year and that any project they instigate now may be carried forward by a very different council and asked that councillors consider this when making decisions on this matter.

ii) To approve the approach to Cornwall Council with a timetable for public engagement for the potential acquisition of the land known as: Lighthouse Hill Car Park, Recreational Ground, Playing Field & surrounding land

Councillors considered the public consultation timeline and **RESOLVED** to approve the schedule presented by the working group. This vote was carried with 5 votes in favour and 1 against.

iii) To consider and approve the Terms of Reference for the working group: Acquisition of the land known as: Lighthouse Hill Car Park, Recreational Ground, Playing Field & surrounding land

Councillors unanimously **RESOLVED** to approve the Terms of Reference for the working group: Acquisition of the land known as: Lighthouse Hill Car Park, Recreational Ground, Playing Field & surrounding land.

24027 To receive various items of correspondence, authorise any action and consider associated expenditure

a) Correspondence circulated by email

None

b) General correspondence

- *Correspondence from the NDP Steering Group relating to comments made by the council reference to the lack of provisions of affordable housing within the NDP at the December 2023 full meeting of the council.* The Clerk advised they had responded to the correspondence.

- *Correspondence from objectors to the potential 100% affordable housing development of the Former WAAF Site.* The Clerk advised they had responded to the correspondence.
- *Feedback to the parish office and community hub survey.* The Clerk advised they had responded to the correspondence.
- *Correspondence regarding Badgers at the WAAF Site.* The Clerk advised they had responded to the correspondence.

c) Correspondence received since the preparation of this agenda

None

24028 To give consideration to any applications received for grants/donations

None

24029 To agree the date of the next meeting, 4th March 2024, 6:30pm

Councillors agreed the date of the next full meeting of the council be Monday 4th March 2024, 6:30pm.

24030 Close of Meeting

The Chairman thanked everyone for their attendance and participation and closed the meeting at 20:34.

4th March 2024

Cllr. Mr. Ian Stewart