

**Porthleven Town Council**  
**MINUTES THE ANNUAL MEETING OF THE COUNCIL**  
**AND THE ORDINARY COUNCIL MEETING, HELD**  
**AT THE METHODIST CHURCH, FORE STREET**  
**ON THURSDAY, 11<sup>th</sup> MAY 2023 @ 7pm**

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| <b>Present:</b>       | Cllr. Toy (in the Chair) | Cllr. Davies | Cllr. Munday    |
|                       | Cllr. Port               | Cllr. Short  | Cllr. Berryman  |
|                       | C Thompson (Clerk)       |              |                 |
| <b>In Attendance:</b> | Cornwall Cllr. J Keeling | Mr A Short   | Mr B Carrington |
|                       |                          |              |                 |
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| Minute   | AGENDA ITEMS  | Action |
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|          | <b>ANNUAL MEETING OF THE COUNCIL<br/>ON THURSDAY, 11<sup>th</sup> MAY 2023 @ 7pm</b>  |        |
|          | <p><b>Apologies for Absence</b><br/>Cllrs. Shainberg and Naylor forwarded their apologies</p> <p><b>Declaration of Interests</b><br/>None</p>   |        |
| 001/2324 | <p><b>Mayor's Report on the Years Activities</b><br/>           'It has been an honour and privilege to be the Mayor of Porthleven, my home town. Porthleven has a wonderful community spirit with so many amazing organisations and groups who help make Porthleven the special place it is. As the Mayor I have witnessed first-hand the remarkable work these organisations and groups do, thank you to all those who volunteer.<br/>           I would like to thank all the Councillors, and both Bev Plunkett and Naomi Osmond who have both recently retired from the Town Council, for all their hard work. And to the Town Warden and Town Clerk who work tirelessly behind the scene, making our role of Councillors so much easier with their hard work, guidance and dedication.<br/>           It has been a year marked by the extraordinary Platinum Jubilee of HM Queen Elizabeth II and later her death, both of which saw the residents of Porthleven celebrate her achievements. I had the privilege of being a part of the Coronation of HM King Charles III, both here in Porthleven at the Coronation Big Lunch and representing Porthleven at the Parade and Service of Commemoration in Truro.<br/>           As a Town Council we start a new civic year and continue to work together to play our part in helping Porthleven continue to thrive and prosper.'</p> |        |
| 002/2324 | <p><b>Elections and Appointments as follows: -</b><br/> <b>Mayor</b><br/>Cllr. Toy was elected as Mayor of Porthleven<br/> <b>Deputy Mayor</b><br/>Cllr. Short was elected as Deputy Mayor</p>  |        |

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|          | <p><b>Planning Committee</b><br/>The following joined the Planning Committee:<br/>Cllr. Toy (Chair), Cllr. Munday, Cllr. Short, Cllr. Port, Cllr. Shainberg, Cllr. Davies, Cllr. Berryman and Cllr. Naylor</p> <p><b>Traffic and Transport Committee</b><br/>The following formed the Traffic &amp; Transport Committee:<br/>Cllr. Toy (Chair), Cllr. Short, Cllr. Munday and Cllr. Shainberg</p> <p><b>Amenities Committee</b><br/>The following joined the Amenities Committee:<br/>Cllr. Toy (Chair), Cllr. Shainberg, Cllr. Munday, Cllr. Short and Cllr. Port</p> <p><b>Bickford Smith Institute Working Party</b><br/>The following joined the Bickford Smith Institute Working Party:<br/>Cllr. Toy (Chair), Cllr. Munday, Cllr. Short, Cllr. Port, Cllr. Shainberg, Cllr. Davies, Cllr. Berryman and Cllr. Naylor</p> <p><b>Staffing Committee</b><br/>Noted, as per CALC recommendations this was a limited Membership Committee to made up of 4 Members with the Mayor and Deputy Mayor holding ex-officio positions.<br/>Cllr. Toy (Chair), Cllr. Short, Cllr. Berryman and Cllr. Munday</p> <p><b>Young People Link Officer</b><br/>Cllr. Port</p> <p><b>Town Council Official – Facebook Page</b><br/>The following volunteered to act as Administrators in addition to the Clerk:<br/>Cllr. Short, Cllr. Toy (ex-officio) and Cllr. Shainberg</p> <p><b>Public Hall Management Committee</b><br/>Cllr. Short volunteered to act as the Town Council liaison</p> <p><b>Community Network Panel</b><br/>Cllrs. Toy and Davies to act as the Town Council representatives</p> <p><b>Porthleven Football Club</b><br/>Cllrs. Toy and Munday to act as the Town Council representatives</p> <p><b>Porthleven Business Forum</b><br/>Cllr. Shainberg to represent the Town Council</p> <p><b>Porthleven Food Festival</b><br/>Cllr. Berryman (Committee Member) and Cllr. Port to act as the Town Council representatives</p> <p><b>Porthleven Arts Festival</b><br/>Cllr. Toy (ex-officio)</p> |  |
|          | <b>ORDINARY COUNCIL MEETING</b>   |  |
| 003/2324 | <p><b>To receive and approve minutes of the Town Council meeting held on 13<sup>th</sup> April</b><br/>Proposed from the Chair and AGREED as a true and accurate record</p>   |  |
| 004/2324 | <p><b>Matters arising from the minutes of the Town Council meeting held on 13<sup>th</sup> April</b><br/>None</p>   |  |

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| 005/2324 | <p><b>Planning – to receive and comment</b><br/> <b><u>Planning Public Participation</u></b><br/> None<br/> <b><u>Category 1 applications:</u></b><br/> <b>PA23/02650</b><br/> Catch Porthleven, Fore Street – Alterations to existing Fish and Chip Shop frontage to create separate access to 1st floor living accommodation and create a 1hr fire resistant compartment between takeaway operation and flat<br/> Applicant: Mr M White<br/> Proposed by Cllr. Short, seconded by Cllr. Port, and AGREED to support<br/> <b>PA23/02731</b><br/> Public Open Space, Reeves Close – Outline Planning Permission for Construction of Dwelling with all matters reserved (Resubmission of PA22/10939)<br/> Applicant: Mr &amp; Mrs Johns<br/> Discussed at length, Cllr. Toy provided details of the original S.106 relating the land and development<br/> Proposed from the Chair to object as there is a S.106 agreement attached to this piece of land to be retained as an open space<br/> <b>PA23/02429</b><br/> Land Between 17 And 19 Wellington Road – Proposed two new dwellings.<br/> Applicant: Mr Chris Strike, R A Design<br/> Proposed by Cllr. Port, seconded by Cllr. Davies, and AGREED to support<br/> <b>PA23/03210</b><br/> 7 Penponds Road – Construction of single storey bedroom extension<br/> Applicant: Mr Ben Kaack<br/> Proposed from the Chair and AGREED to support<br/> <b>PA23/02865</b><br/> The Bickford Smith Institute, Cliff Road – Proposed replacement roof covering and new windows<br/> Applicant: Miss Thompson, Porthleven Town Council<br/> Clerk noted that a Bat Survey has been commissioned and any work recommended within the report would be required before works to the building<br/> Proposed from the Chair and AGREED to support<br/> <b><u>Category 2 applications:</u></b><br/> None</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |
| 006/2324 | <p><b>Public participation (non-planning matters)</b><br/> None</p>  |  |
| 007/2324 | <p><b>Observations upon matters raised during Public Participation</b><br/> None</p>   |  |
| 008/2324 | <p><b>Town Clerk’s Report</b><br/> Town Clerk reported the following:<br/> <b>Casual Vacancies</b></p>   |  |

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|          | <p>Vacancy via election –the second advertisement for this role did not receive any applications, total cost so far £558.91. The third advertisement has now gone out, 2 enquiries so far</p> <p>Vacancy via co-option – I can confirm that Adrian Naylor has been co-opted onto the Town Council, unfortunately due to work commitments he is unable to attend this meeting.</p> <p><b>Coronation Big Lunch</b></p> <p>The Coronation Big Lunch was a success, thank you to Porthleven Football Club for allowing it to be held on their site.</p> <p><b>PA22/10974 - 6 Praze Road, Porthleven</b></p> <p>Following the planning protocol, the Town Council requested that this application be considered to go before the Cornwall Council Planning Committee, unfortunately this did not make it to committee as the Planning Officers Case for approval gained the approval of the Head of Division and the Cornwall Councillor.</p>   |       |
| 009/2324 | <p><b>Cornwall Councillor's Report</b></p> <p>The prospect of a Mayor for Cornwall is now off the table, which is unfortunate in some respects but the option of another deal is already being considered without a Mayor. Customers Scrutiny Committee, will be conducting a deep dive into the details asap.</p> <p>Met with the cabinet to discuss the changes to the group of companies: Corserv, Cormac, Cornwall Housing and Cornwall Airport Limited. Changes to Corserv's finances and bringing Cornwall Housing in house are on the cards, including looking for a partner to take on the airport with CAL.</p> <p>There is a new Highway Manager for Porthleven, Andy Hoskin, I have asked him to look at the condition of roads in Porthleven. Met with the police and highway manager about accessibility for the disabled on the pavements in Fore Street, probably a number of dropped kerbs would help.</p> <p>The first meeting of the Community Area Partnerships is on the 7<sup>th</sup> of June and will include the election of Chair and Vice Chair.</p> |       |
| 010/2324 | <p><b>Accounts</b></p> <p>Clerk provided a detailed list of accounts for approval</p> <p>Discussed</p> <p>Proposed from the Chair and AGREED</p>   | Clerk |
| 011/2324 | <p><b>Requests for Financial Support</b></p> <p>None</p>   |       |
| 012/2324 | <p><b>Reports on Meetings Attended as a representative of Porthleven Town Council</b></p> <p>Cllr. Shainberg: Not in attendance</p> <p>Cllr. Port: None</p> <p>Cllr. Munday: Coronation Big Lunch</p> <p>Cllr. Short: Coronation Big Lunch, Staffing Committee meeting to co-opt</p> <p>Cllr. Naylor and official opening of the Harbour Inn following refurbishment</p>   |       |

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|          | <p>Cllr. Berryman: Coronation Big Lunch, Staffing Committee meeting to co-opt Cllr. Naylor and official opening of the Harbour Inn following refurbishment</p> <p>Cllr. Davies: Coronation Big Lunch</p> <p>Cllr. Toy: Penryn Civic Service, official opening of the Harbour Inn following refurbishment, Coronation Big Lunch, Staffing Committee meeting to co-opt Cllr. Naylor, Parade and Service of Commemoration for King Charles III</p>   |  |
| 013/2324 | <p><b>Porthleven Food Festival</b></p> <p><i>The Mayor suspended standing orders to allow Mr Short and Mr Carrington to address the Town Council</i></p> <p>The Mayor presented the following points for consideration with next year's Food Festival:</p> <p>Positives:</p> <p>Included the excellent work of the Festival Angels, volunteers from Porthleven Football Club and Porthleven Cricket Club who assisted with traffic management, venders communicated that they were much happier with the new location.</p> <p>Items for consideration for improvement:</p> <p>Shute Lane, disturbance reported between festival attendees and local resident. Top of Fore Street, disturbance caused at the close of festival with large numbers waiting on bus transportation. Lack of public conveniences, post close of the festival access to the onsite public conveniences closed off to festival attendees.</p> <p>Requested that consideration be made for additional security / staff at Shute Lane / top of Fore St. Access to onsite public conveniences remain available post close of the festival. Additional transportation / public transport be organised for the close of festival. Consideration be made to ensure that junctions to designated parking areas be staffed.</p> <p>The Moors Recreation Ground</p> <p>The Town Council thanked the Porthleven Food Festival Committee for their quick response in starting work on repairs to the Moors Recreation Ground by harrowing / re-seeding. Noted that unfortunately there were a number of tracks that required attention and the gate post needed to be replaced.</p> <p>Porthleven Food Festival Committee Response</p> <p>Mr Short confirmed that he would take into consideration the items highlighted when planning next years festival and would make arrangements for the additional work on the Moors Recreation Ground</p> |  |
| 014/2324 | <p><b>Porthleven Memorial</b></p> <p>The granite memorial stone, in honour of the late HM Queen Elizabeth II, is currently in the process of being engraved and the area has been set up with plants etc to enhance the memorial. Date for the unveiling to be confirmed.</p> <p>The Town Council gave a donation towards to the memorial of £200 last financial year, the Town Council also agreed to apply for the additional funding required to complete the project from Cllr. Keeling's Community Chest.</p> <p>Unfortunately, the plants cost more than anticipated which has created a shortfall in funding.</p>  |  |

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|          | Discussed, concerns raised that providing the additional funding would set a precedent. Noted that it would be beneficial to conduct an additional appeal for local donations via social media and fund raising at Pengelly's would hopefully provide the additional funding required by the organiser<br>Proposed from the Chair and AGREED that the Town Council could not provide the additional funding | Clerk |
|          | Proposed from the Chair and AGREED, in accordance with provisions of the Public Bodies (Admission to Meetings) Act 1960, section 2; the following items will be discussed by the Council in closed session.   |       |
| 015/2324 | <b>Public Conveniences</b><br>Clerk presented quotes for the public conveniences cleaning charges for the year 2023 / 24.<br>Discussed<br>Proposed from the Chair and AGREED to award the contract to Corserv Facilities Ltd  | Clerk |

There being no further business, the meeting closed at 8.35pm

Signature: ..... Cllr. Toy, Mayor

Date: 8<sup>th</sup> June 2023

## MAY 2023 - EXPENDITURE EXCEEDING £100

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| CORNWALL COUNCIL: Non Domestic Rates Shrubberies Car Park  | £ | 104.00   |
| CORNWALL COUNCIL: Non Domestic Rates Institute Cottage   | £ | 204.00   |
| STAFFING COSTS: All staff related costs including pension, NI, Tax, HM Revenue Payments etc  | £ | 3,743.71 |
| URBAN HYGIENE LTD: Graffiti remover  | £ | 186.88   |
|  | £ |          |
| CORNWALL COUNCIL: Election charges 20 April 23   |   | 280.63   |
|  | £ |          |
| INDEPENDENT RURAL SERVICES: Ground Maintenance   |   | 776.00   |
|  | £ |          |
| SOURCE FOR BUSINESS: Water services Institute toilets  |   | 811.24   |
|  | £ |          |
| BHIB LTD: Annual insurance premium   |   | 5,595.28 |
| C THOMPSON: Expenses,including Fasthosts website hosting, mobile credit, SSL certificate renewal, stationery and items for coronation celebrations | £ | 107.61   |
|  | £ |          |
| PLAYSAFETY LTD: Annual inspection  |   | 119.40   |

