

**Porthleven Town Council**  
**MINUTES OF THE TOWN COUNCIL MEETING, HELD**  
**AT INSTITUTE COTTAGE, CLIFF ROAD**  
**ON THURSDAY, 10<sup>th</sup> JULY 2025 @ 7pm**

<b>Present:</b>	Cllr. Toy (in the Chair)	Cllr. Horne	Cllr. Naylor
	Cllr. Berryman	Cllr. Short	C Thompson (Clerk)
<b>In Attendance:</b>	Cllr. Hodgetts – Cornwall Council		

Minute	AGENDA ITEMS	Action
	<b>Apologies for Absence</b> Cllr. Shainberg and Munday forwarded their apologies <b>Declaration of Interests</b> None	
036/2526	<b>To receive and approve minutes of the:</b> <ul style="list-style-type: none"> <li><b>Town Council meeting held on 12<sup>th</sup> June</b> Proposed from the Chair and AGREED as a true and accurate record</li> <li><b>Special Town Council meeting held on 26<sup>th</sup> June</b> Proposed from the Chair and AGREED as a true and accurate record</li> </ul>	
037/2526	<b>Matters arising from the minutes of the:</b> <ul style="list-style-type: none"> <li><b>Town Council meeting held on 12<sup>th</sup> June</b> None</li> <li><b>Special Town Council meeting held on 26<sup>th</sup> June</b> None</li> </ul>	
038/2526	<b>Planning – to receive and comment</b> <b><u>Planning Public Participation</u></b> None <b><u>Category 1 applications:</u></b> None <b><u>Category 2 applications:</u></b> None	
039/2526	<b>Public participation (non-planning matters)</b> None	
040/2526	<b>Observations upon matters raised during Public Participation</b> None	
041/2526	<b>Mayor's Report</b> The Mayor reported:	

	<p>Attending various meetings and events including Helston Civic Service, High Sherriff Garden Party and Bickford Smith Institute working party.</p> <p>Also gave the following report from the Porthleven Food Festival Committee meeting:</p> <p>Next year's festival will be going ahead following a vote for a fallow year which did not get passed. There will be no bridge as too expensive, car parking to be managed by Methleigh Farm (not Mission Code) subject to their approval although there is not a traffic management plan to include plans for mitigating against vehicles causing problems blocking driveways, pavements etc at this time and removal of the lime kiln and shanty festival. Plans to make the Moors Recreation Ground more family orientated and a marquee for local businesses</p> <p>Mission Code are discussing with the Police the anti-social behaviour experienced during this year's festival, additional information to follow</p>	
042/2526	<p><b>Deputy Mayor's Report</b></p> <p>No report</p>	
043/2526	<p><b>Town Clerk's Report</b></p> <p>Town Clerk reported various items including the following:</p> <p><b>Audit</b></p> <p>Clerk reported that the Annual Governance and Accountability Report had been submitted to BDO. Also noted that VAT from 2024 – 25 had been claimed and received.</p> <p><b>Basketball Hoop</b></p> <p>Replacement more heavy-duty hoop has been ordered for the Moors Recreation Ground.</p>	
044/2526	<p><b>Cornwall Councillor Report</b></p> <p>Cllr. Hodgetts reported on a number of items including:</p> <p>Reported that Cornwall Council would not be privatising Kitto's Field car park, and the other car parks highlighted for privatisation. Reported that he had re-iterated the Town Councils request for consideration to take over Kitto's Field car park to the portfolio holder.</p> <p>Noted that he had reported the Town Councils concern over increasing the speed limit from 30mph to 40mph along Methleigh Bottoms as part of the '20's Plenty' scheme. Cllr. Short to start a petition to garner local support and present to Cllr. Hodgetts and Cornwall Council.</p>	
045/2526	<p><b>Accounts</b></p> <p>Clerk provided details of accounts for approval</p> <p>Discussed</p> <p>Proposed from the Chair and AGREED</p>	Clerk
046/2526	<p><b>Requests for Financial Support</b></p> <p>Porthleven Harbour 200<sup>th</sup> Anniversary</p> <p>Clerk presented request for finance towards activities planned for the Porthleven Harbour 200<sup>th</sup> Anniversary</p> <p>Discussed</p> <p>Proposed from that Chair and AGREED to make a donation of £200</p>	Clerk

047/2526	<b>Reports on Meetings Attended as a representative of Porthleven Town Council</b> Cllr. Naylor: Porthleven Food Festival noted that he was concerned about the anti-social behaviour in the evenings but disagrees with the Police being the solution Cllr. Short: Porthleven Harbour 200 <sup>th</sup> Anniversary x 2 reported that the event organisation was coming together and provided a list of the planned activities for the day Cllr. Horne: Porthleven Public Hall Cllr. Berryman: Bickford Smith Institute Working Party and Porthleven CIC Grant Working Party meeting	
048/2526	<b>Bickford Smith Institute Project</b> The Mayor reported that following the site visit with Cornwall Council Conservation officer, Colin Buck – Chris Strike has prepared drawings for the planning pre-application. Meeting has been arranged with Conservation / Heritage Specialist Andy Hayes, for a quote, as per recommendation of Colin Buck for the full planning application. The work on the pre-application and report from Cornwall Council's Conservation Officer will form part of the Heritage Lottery Fund application Architectural Heritage Fund – Meeting arranged to discuss possibility of submitting an application under their capitals and / or development projects funds. Creative Foundations Fund – Steve Horscroft researching making an Expression of Interest	
049/2526	<b>Porthleven CIC Grants</b> Clerk reported that the application forms and accompanying documents for the Porthleven CIC Grants had been completed and approved by the Working Party. Currently waiting on the final approval from Porthleven CIC.	Clerk
050/2526	<b>PTC Members ID Cards</b> Discussed issuing ID cards to Members / Staff Proposed from the Chair and AGREED	Clerk

There being no further business, the meeting closed at 8.15pm

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

Date: 11<sup>th</sup> September 2025

#### **JULY 2025 - EXPENDITURE EXCEEDING £100**

	£
CORNWALL COUNCIL: Non Domestic Rates Shrubberies Car Park	104.00
	£
CORNWALL COUNCIL: Non Domestic Rates Institute Cottage	204.00
	£
EDF: BSI Electricity	163.41
STAFFING COSTS: All staff related costs including pension, NI, Tax, HM Revenue Payments etc	£
	8,130.12
	£
INDEPENDENT RURAL SERVICES: Ground maintenance	906.00
	£
CORSEV FACILITIES LTD: Public toilet cleaning	2,485.60
	£
GLOW COMPANY: Torchlight - procession candles	1,078.27
	£
JT AUDIT: Internal Year End Audit 2024/25	355.00
	£
EDF: Institute Light (quarterly)	264.51
	£
SOUTH WEST PLAY: Basketball Hoop (deposit - 50%)	402.00

S HORSCROFT: BSI consultant

£  
639.00