

**Porthleven Town Council**  
**MINUTES OF THE TOWN COUNCIL MEETING, HELD**  
**AT INSTITUTE COTTAGE, CLIFF ROAD**  
**ON THURSDAY, 13<sup>th</sup> NOVEMBER 2025 @ 7pm**

<b>Present:</b>	Cllr. Toy (in the Chair)	Cllr. Munday	Cllr. Naylor
	C Thompson (Clerk)		
<b>In Attendance:</b>	Mr Arrowsmith		

Minute	AGENDA ITEMS	Action
	<p><b>Apologies for Absence</b>  Cllrs. Short, Horne, Berryman and Shainberg forwarded their apologies</p> <p><b>Declaration of Interests</b>  None</p>	
083/2526	<p><b>To receive and approve minutes of the Town Council meeting held on 9<sup>th</sup> October</b>  Proposed from the Chair and AGREED as a true and accurate record</p>	
084/2526	<p><b>Matters arising from the minutes of the Town Council meeting held on 9<sup>th</sup> October</b>  None</p>	
085/2526	<p><b>Planning – to receive and comment</b>  <u><b>Planning Public Participation</b></u>  None</p> <p><b><u>Category 1 applications:</u></b>  <b>PA25/07256</b>  Mill Lane Caravan Park, Mill Lane – Construction of single storey structure for toilet and washing facilities for existing caravan site without compliance with condition 2 of decision notice PA23/05715 dated 26.01.2024.  Applicant: Mr Simon Stone  Discussed  Proposed from the Chair and AGREED to support</p> <p><b>PA25/06169</b>  Porthleven Bowling Club, Methleigh Parc – Proposed new changing rooms &amp; associated works.  Applicant: Mrs Fran Phillips  Discussed  Proposed by Cllr. Naylor, seconded by Cllr. Munday, and AGREED</p> <p><b><u>Category 2 applications:</u></b>  None</p>	<p>Clerk</p> <p>Clerk</p>

086/2526	<p><b>Public participation (non-planning matters)</b> Mr Arrowsmith addressed the Members regarding the following items:</p> <ul style="list-style-type: none"> <li>• Bay View Terrace Wall Raised his concerns that he believed the wall was deteriorating and had become more dangerous over the last two years</li> <li>• Cemetery Noted that the cemetery was in a poor state</li> <li>• Youth Noted that the youth had nowhere to go, prefer a venue around the harbour or containers that could be placed on the Moors Recreation Ground</li> </ul>	
087/2526	<p><b>Observations upon matters raised during Public Participation</b></p> <ul style="list-style-type: none"> <li>• Bay View Terrace Wall The Mayor noted that Cornwall Council were investigating and had provided the following statement, which was presented to Members during the October Town Council meeting: <i>Cornwall Council has been made aware of structural issues with the retaining wall in front of properties in Bay View Terrace in Porthleven and inspected the site on 19<sup>th</sup> September 2025 to assess the situation.</i> <i>The harbour edge road below the section of wall in question, and the footway above it, are not adopted highway and Cornwall Council does not own the wall. Therefore, we only have powers to take emergency action if there is an imminent danger to the public, which there does not appear to be at present. Responsibility for the wall sits with the owner of the wall, and we will now be trying to identify and contact the owner(s) to advise them to take remedial action to ensure the condition of the structure is not allowed to deteriorate further</i></li> <li>• Cemetery Noted that the cemetery upkeep is under the remit of Cornwall Council. The cemetery in Porthleven is also one of the areas that Porthleven Environment Group volunteer to help maintain. Recommended speaking with Cornwall Cllr. Jay Hodgetts with his concerns.</li> <li>• Youth Noted that investigating using the Public Hall was an option, as the Moors Recreation Ground was on a flood plain and containers would not be suitable, or contacting Porthleven Harbour and Dock Company to check any availability around the harbour.</li> </ul>	
088/2526	<p><b>Mayor's Report</b> The Mayor reported attending various meetings and events including Moors Play Park coffee morning, Porthleven Food Festival meeting, Remembrance Sunday Service and Falmouth Civic Service. Reported that the South Kerrier Community Area Partnership have received some funding under the Community Highways Improvement Programme, to be included on the December agenda to discuss potential projects to put forward for discussion.</p>	Clerk
089/2526	<p><b>Deputy Mayor's Report</b> Attended Remembrance Sunday Service and Procession</p>	

090/2526	<p><b>Town Clerk's Report</b></p> <p>Town Clerk reported various items including the following:</p> <p><b>Remembrance Sunday</b></p> <p>Thank you to everyone who attended the Remembrance Sunday Parade and Service. Thank you also to St Bart's for hosting the Service, Porthleven Town Band for leading the procession, Ltd Cdr K Adams who was the parade marshall, Cllr. C Horne for conducting the prayer for the Act of Remembrance, volunteers who provided refreshments and the marshalls who assisted with traffic management.</p> <p><b>Shrubberies car park</b></p> <p>Recommended tariffs:</p> <p>Winter rate</p> <p>£1 – 1 hour</p> <p>£1.50 – 2 hours</p> <p>£2.00 – 3 hours</p> <p>£4.00 all day</p> <p>Summer tariffs:</p> <p>£1 – 1 hour</p> <p>£2.00 – 2 hours</p> <p>£3.00 – 3 hours</p> <p>£6.00 all day</p> <p>Members approved recommended tariffs</p> <p><b>Planning Notifications:</b></p> <p><b>Application PA25/08192</b></p> <p>Works to Tree within a Conservation Area (TCA) - T1 - Olearia Shrub - Reduce height to approx 3 - 3.2m, prune back W aspect to remove material interfering with road.</p> <p>1 Church Row Porthleven Helston Cornwall TR13 9HW</p> <p>Colin Eagle</p> <p><b>Beach Safety</b></p> <p>Meeting scheduled for Tuesday 18<sup>th</sup> November to discuss with relevant stakeholders including RNLI, National Trust, Porthleven Harbour &amp; Dock Company, Cornwall Council and Porthleven Coastguard</p>	Clerk
091/2526	<p><b>Cornwall Councillor Report</b></p> <p>No report submitted</p>	
092/2526	<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
093/2526	<p><b>Requests for Financial Support</b></p> <p>Clerk presented request from the Royal British Legion</p> <p>Discussed</p> <p>Proposed from the Chair and AGREED to make a donation of £50</p>	Clerk
094/2526	<p><b>Reports on Meetings Attended as a representative of Porthleven Town Council</b></p> <p>Cllr. Naylor attended the Remembrance Sunday Service and Procession</p>	

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There being no further business, the meeting closed at 8.00pm

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

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

## NOVEMBER 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	£ 228.88
STAFFING COSTS: All staff related costs including pension, NI, Tax, HM Revenue Payments etc	£ 4,231.15
INDEPENDENT RURAL SERVICES: Ground maintenance	£ 2,311.00
SOURCE FOR BUSINESS: Water services public toilets (Jul-Oct)	£ 2,051.46
CORSEV FACILITIES LTD: Public toilet cleaning Oct / consumables	£ 1,620.69
TOBY NEVILLE ROOFING: Repairs to BSI roof	£ 960.00
C THOMPSON: Expenses expenses including Fasthosts website hosting / domain, mobile credit, and Town Warden replacement uniform	£ 221.54