



ST MEWAN PARISH COUNCIL

Parish Clerk: Wendy Yelland (CiLCA)

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Minutes of the Annual Council Meeting held on the 14th May 2025 commencing at 19.00 in St Marks Church Hall

Present: Cllr Holman (Vice-Chair), Cllr Mrs Tarbox Cllr Ms Watts, Cllr Mrs Heyward, Cllr Davis, Cllr Spencer, Cllr Richards, Cllr Rees-Webb

In attendance: : Wendy Yelland – Parish Clerk

Public Present: No members of the public

AC1/25 Election of Chair 2025/2026

It was

RESOLVED to appoint Cllr Vine as Chairman for 25/26. Prop Cllr Mrs Tarbox, sec Cllr Mrs Heyward.

AC2/25 Chairman's Declaration of Office

Members

RESOLVED for Cllr Vine to sign the Declaration of Acceptance of Office prior to the June meeting. Prop Cllr Richards, sec Cllr Spencer.

AC3/25 Apologies

Cllr Vine. Received and duly accepted. Cornwall Cllr Julie Cunningham

AC4/25 Election of Vice – Chair 2025/2026

It was

RESOLVED to appoint Cllr Holman as Vice- Chair for 25/26. Prop Cllr Rees-Webb, sec Cllr Mrs Heyward

AC5/25 Declaration of Acceptance of Office

All Cllrs present signed the Declaration of Acceptance of Office.

AC6/25 Declarations of Interest from Members/Dispensations

None

AC7/25 Public Participation

No members of public.

AC8/25 Cornwall Cllr Report

No report.

AC9/25 Council Meeting Minutes: 9th April 2025



It was

RESOLVED that the above Minutes of the Meeting of St Mewan Parish Council having been previously circulated, be taken as read, approved, and signed. Including Confidential Minutes. Prop Cllr Mrs Tarbox, sec Cllr Rees Webb.

AC10/25 Clerk's Report

OC110/19 Notice Board at Trelowth – in progress.

OC132/19 Awaiting response from Highways re MA Grigg Ltd proposal.

OC33/20 Review of Neighbourhood Plan on going.

OC149/20 We're Watching You Dog Fouling Campaign posters and bin stickers – ongoing.

OC191/22 Parish Projects, in progress

OC105/22 Trees with Ash die back Lower Sticker – in progress.

OC109/22 FIT readings. Request for smart meter not actioned until payments are re-instated.

OC190/23 Winter Maintenance in Parish.

OC266/23 Confidential. In progress

AC21/23 Sticker Car Park signage. Letter sent to Sticker AFC

OC53 /23 Sticker Car Park Enhancement. Mrs K has confirmed they will be renewing a water butt.

C98/23 Polgooth Parking issues outside Stores and Post Office and Village Hall. Highways Expression of Interest withdrawn. Awaiting PO to submit proposals.

OC142/23 Branch Trimming – Actioned. Will take place when other tree works are scheduled.

OC151/23 – Confidential item in progress

OC163/23 Request from resident for temporary access to the rear of his property from Trewoon Playing Field to enable clearing, to consider location plan provided.

Recorded delivery letter sent and signed for. Ongoing.

OC180/24 Tree works in the Parish. Instructed.

OC190/24 Confidential. In progress

OC202 /24 Parish Planting. Polgooth area deferred.

OC203 /24 Tree Felling. Actioned. Awaiting suitable weather and site meeting.

OC222/24 St Mewan School – Cllr Rees Webb in progress

OC250/24 –Confidential Land updates. Actioned.

AC39/24 Confidential. Email sent.

Land Matter. Member researching reporting back to Full Council.

OC51/24 Action Plan 25/26– to update

OC93/24 Climate Change Objective (Standing Agenda Item) Hydrangeas in progress

OC140/24 Trewoon Play Area re surfacing – in progress

OC141/24 Polgooth Village Hall Weed Control – delegated authority and actioned. Email confirmation from Polgooth Village Hall Committee for PC to caretake and treat Japanese Knotweed.

OC142/24 Water Leak. In progress. To schedule site visit with tenant and contractor who has been contacted.

OC143/24 Highways and Footpath Matters – Footpath reinstatement requested to ROW. One resident has since sent email re the footpath who disputes the original path showing on D Map and wanted a site meeting. Clerk and Cllr Spencer were prepared to meet him on Saturday 30th November, however the resident was unable to make the date. No visit has been rescheduled. Agenda item Feb 25

OC159/24 Climate Change Objective (Standing Agenda Item) Actioned – to remain with wood. In progress

OC162/24 Polgooth Play Area. Actioned.

OC164/24 Trewoon Recreation Ground– Embankment Slide steps and handrail. Awaiting contractor to revisit. December meeting.

OC165/24 Highways and Footpath Matters. PROW in progress

OC166/24 Grants/Donations. Awaiting more detail from Chair of Trewoon Village Hall

OC184/25 Annual Play Inspections 25/26– Appointed

OC200/25 Climate Change Objective

a) Verges – instruct to cut. Cutting end of May/June

b) Bench donation for The Goffin. In progress

OC201/25 Kissing gates Trewoon Recreation Ground – in progress. Cllr Vine/Clerk and Deputy Clerk

OC202/25 Highways and Footpaths Matters – update from Cllr Spencer 4/1. May agenda

OC203/25 Trewoon Bus Stop – Fitting 15/5



OC204/25 Rospa Operational Training – to action
 OC205/25 Sticker Open Space (namely the Dog Field).In progress
 OC206/25 Annual review on ' No Mow May' – advised contractor
 OC213/25- Confidential Minute. Actioned
 OC221/25 Kissing gates Trewoon Recreation Ground – Cllr Vine, Clerk/Deputy Clerk
 OC222/25 Allotments – Regulations for Keeping Chickens. May agenda to approve policy
 OC223/25 Highways and Footpaths Matters – May agenda item
 OC232/25 Confidential Minute– May agenda item

Sticker

Ongoing issuing of car park permits
 Pillows, quilts and building rubble deposited by PC Biffa bin at Sticker Activity Park
 Broken latch on Sticker Open Space gate – welding completed, latch resecured
 Two large loads of fly tipping on Highway. Reported to CC. Removed.
 Sticker Village Association raised concerns over the length of grass in Lower Sticker for their event on the 18th May. The last cut was on the 30th of April. As 'No Mow May' was resolved at Full Council Cllr Spencer inspected on Monday 12th May. It was agreed to cut. The contractor kindly changed his day and carried out cut on Tuesday 13th May.

General

Annual contract obtained from Simple Solar for detailed inspection on all village halls to comply with insurance requirements. Completed. Reports circulated.
 Trewoon Hags Unit is taped off due to broken links in the chain on the climbing section. The MM advised there was no way he could see what state the chain is in in the remaining section due to the plastic covering. Members are aware this unit needs replacing.
 Resident request to unlock gate from the dog walking strip into the playing field. It has been resolved to create a better access for bikes and buggies which is being progressed.

NOTED

AC11/25 Annual Internal Audit Report 2024/2025

The Internal Audit Report was previously circulated.

NOTED

AC12/25 External Audit – The Annual Governance Statement 2024/2025

It was

RESOLVED to **APPROVE** the Annual Governance Statement 2024/2025 and the Vice–Chair signs due to the absence of the Chair. Prop Cllr Mrs Tarbox, sec Cllr Davis. **Action: Clerk**

AC13/25 External Audit – The Annual Accountancy Statement 2024/2025

It was

RESOLVED to **APPROVE** the Annual Accountancy Statement 2024/2025 Prop Cllr Davis, sec Cllr Richards.
Action: Clerk

AC14/25 Zurich Parish Council Insurance 2025/2026 (3rd year of 3–year agreement)

It was

RESOLVED to **APPROVE** the renewal of the insurance at £2604.06. Prop Cllr Mrs Tarbox , sec Cllr Rees–Webb

AC15 /25 Climate Change Objective (Standing Agenda Item)

No items to report

AC16/25 Highways and Footpath Matters

Footpath 15/1 – A resident sustained an injury on this footpath due to the presence of gullies, one of which had been constructed in concrete by a landowner to divert water runoff from his land. This issue was initially reported in March.



Following further complaints, the clerk contacted the CAT again via email and telephone. It was confirmed that a letter would be issued to the landowner on 9th May, instructing them to remove the obstruction within 28 days. The landowner has since complied, and the concrete gully has been removed.

The natural gully, which continues to cause significant water runoff is impacting properties at The Meadow in Polgooth, contributing to blocked drains and flooding. The CAT will explore alternative solutions for managing the water flow in this area.

Footpath 4/1 – The MM was told by the owners of Chapel Green to leave. The CAT are investigating.

AC17/25 Lower Sticker Playing Field

It was

RESOLVED to **APPROVE** the hire of the field for events from 1st April to the 31st March 2026. To inform council in advance of any events scheduled and to ensure that Sticker Village Association is compliant for insurance required. Prop Cllr Spencer, sec Cllr Rees- Webb

It was

RESOLVED that dogs are permitted in Lower Sticker Playing Fields on the 18th May for the dog show event. Prop Cllr Spencer, Sec Cllr Rees- Webb

AC18/25 Terms of Reference

It was

RESOLVED to **APPROVE** the Terms of Reference for the following:-

Working Party

Finance, Staffing, General Purposes and Audit Committee

Planning Committee

Prop Cllr Mrs Tarbox, sec Cllr Mrs Heyward

AC19/25 CALC and SLCC Annual Memberships 2025/2026

It was

RESOLVED to **APPROVE** the annual memberships. Prop Cllr Mrs Tarbox, sec Cllr Spencer.

AC20/25 General Power of Competence

It was

RESOLVED to **ADOPT** the General Power of Competence. the Parish Council meets the criteria of 2/3 of Cllrs at election and a qualified clerk. Prop Cllr Mrs Tarbox, sec Cllr Ms Watts.

AC21/25 Code of Conduct

It was

RESOLVED to **ADOPT** the Code of Conduct published May 2021. Prop Cllr Mrs Tarbox, sec Cllr Rees- Webb

AC22/25 Delegation Arrangements

It was

RESOLVED to **APPROVE** the continued use of the revised delegation arrangements in line with Council's Standing Orders and Financial Regulations. Prop Cllr Spencer. Sec Cllr Richards

AC23/25 Council Meetings 2025/2026

It was

RESOLVED to **APPROVE** the Calendar of Ordinary Council Meetings 2025/2026 to be held on the 2nd Wednesday of each month, with the exception of August, in St Marks Church Hall Sticker. Cllr Spencer feels that some meetings should held in Polgooth. Wide range of discussion took place and members felt there is not sufficient parking outside the hall for Cllrs or members of the public. The clerk expressed with no parking it would be difficult to carry all that is required for planning and full council meetings and therefore would not attend. As Trewoon Village Hall has a new extension some meetings should be considered if there is availability. Prop Cllr Mrs Tarbox, sec Cllr Mrs Heyward.



AC24/25 Election of Committees 2025/2026

It was

RESOLVED that the following members are appointed to:

Finance, Staffing, General Purposes and Audit Committee	Cllr Mrs Tarbox, sec Cllr Vine, Cllr Davis, Cllr Richards, Cllr Holman (sub Cllr Rees- Webb)
Planning	Cllr Mrs Tarbox, Cllr Mrs Heyward, Cllr Davis, Cllr Vine, Cllr Richards

The clerk will endeavour to hold the above meetings preceding the Full Council meeting.

Prop Cllr Spencer, sec Cllr Ms Watts.

AC25/26 Election of Working Party Members 25/26

It was

RESOLVED to **APPOINT** Cllr Ms Watts and Cllr Holman to The Goffin Working Party. Prop Cllr Davis, sec Cllr Holman.

AC26/25 Parish Council Policy Review 2025/2026

To **REVIEW** and **RE- ADOPT** the following policies: -

- a) Communications Policy
- b) Community Benefit Fund Policy & Application Form
- c) Climate Change Living Document
- d) Community Engagement Policy
- e) Cllr Co-Option Application
- f) Environment and Sustainable Development Policy
- g) Equal Opportunities Policy
- h) Equalities & Diversity Policy
- i) GDPR Policy
- j) Grant Policy & Application Form
- k) Handling of Complaints Policy
- l) Health& Safety Policy
- m) Lone Working Policy
- n) Policy of Use for Parish owned Bus Shelters
- o) Privacy Policy
- p) Reserves Policy
- q) Social Media and Electronic Communication Policy
- r) Training Policy
- s) Playing Field & Open Space Hire Agreement
- t) Allotment Rules & Regulations
- u) Business Continuity Plan
- v) Disciplinary Procedure
- w) Grievance Procedure
- x) Member Code of Conduct
- y) Model Publication Scheme
- z) Officer Member Protocol
- aa) Financial Risk Management Policy
- bb) Protocol for Marking the Death of a Senior Member of the British Monarchy
- cc) Statement of Internal Controls
- dd) Standing Orders
- ee) Financial Regulations

It was

RESOLVED to **ADOPT** the aforementioned policies. Prop Cllr Richards, sec Cllr Ms Watts.

AC27/25 Investment Strategy Policy

It was

RESOLVED to **APPROVE** the aforementioned policy. Prop Cllr Mrs Heyward, sec Cllr Holman.

AC28/25 Husbandry Policy

It was

RESOLVED to **APPROVE** the aforementioned policy (prev circulated). Prop Cllr Ms Watts, sec Cllr Mrs Tarbox.

AC29/25 Village Hall Parish Council Representatives

It was

RESOLVED to **APPOINT** members to the following:

Cllr Richards and Cllr Vine to Polgooth Village Hall

Cllr Davis to Sticker Village Association as he is attending on behalf of St Marks Church Hall.

Trewoon Village Hall to be confirmed. The clerk confirmed to Cllr Mrs Heyward that she should receive agendas and minutes and has the same voting rights as a Trewoon Village Hall committee member.

Prop Cllr Ms Watts, sec Cllr Mrs Heyward.

AC30/25 Finance

It was

RESOLVED to **APPROVE** the May 2025, pay schedule of payments as presented and to ratify four April payments which was required after the April schedule/ Prop Cllr Mrs Tarbox, sec Cllr Holman.

Income: 58567.58	Expenditure: 7752.10
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The bank balances as at the 30th April 25 are **NOTED**.

AC31/25 Members reports/feedback from training/workshops/meetings/external bodies/matters of interest in the parish

- Cllr Davis expressed how the wildflowers are looking reasonable this year considering no planting has taken place.
- Cllr Mr Tarbox does not know why St Mewan Lane to Tremeadow Rise is closed on Saturday 08.30am to 15.30pm.

AC32/25 Correspondence received up to the time of meeting.

12th May

1. St Austell TC Mayor Making invite 18/6
2. CC Health & Wellbeing Training for Volunteers
3. CCLA Investment
4. Planning Decision Lists 9/4
5. Weekly Planning List 16/4
6. NHS Cornwall Together
7. Planning Decision Lists 16/4
8. Weekly Planning List 23/4
9. Cornwall South Community Area Partnership
10. RSN Weekly News
11. Planning Decision Lists 23/4
12. Weekly Planning List 30/4
13. Martyn's Law links
14. Planning News for Local Councils and Agents Spring 2025
15. CCLA Market update April 25
16. Keeping Cornwall updated 2/5
17. Planning Decision Lists 30/4
18. Volunteer Cornwall May Newsletter
19. Weekly Planning List 7/5



- 20. Councils invitation to Planning Essentials training June/July2025
- 21. Town & Parish Council Newsletter 9/5
- 22. Keeping Cornwall updated 9/5

14th May

- 23. Weekly Planning Decision List 7/5
- 24. RSN Newsletter
- 25. Weekly Planning List 14/5

NOTED

AC33/25 Items for Agenda

No items.

AC34/25 Public Bodies (Admission to Meetings) Act 1960

To **RESOLVE** that in view of the confidential nature of the business about to be transacted it is advisable that the press and public be excluded and are instructed to withdraw during the discussion of the following item.

Prop Cllr Holman, sec Cllr Mrs Heyward

Confidential Minute filed under AC35/25

There being no further business to be transacted the meeting closed at 20.50pm

Signed.....Date.....

Chair of Full Council

Council Members

Cllr Vine – Chair
Cllr Holman – Vice Chair
Cllr Mrs Heyward
Cllr Mrs Tarbox
Cllr Debbie Watts
Cllr Davis
Cllr Richards
Cllr Rees Webb
Cllr Spencer

