

CARDINHAM PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING

Held in Cardinham Parish Hall on Tuesday 20th May 2025 at 7:30pm

It was noted that the meeting is recorded.

Annual General Meeting 2025

075/25 Election of Officers

Chairman: Cllr P Claridge Proposed by Cllr G Tucker, seconded by Cllr A Bonker. All in favour

Vice-Chairman: Cllr G Tucker Proposed by Cllr L Sutton, seconded by Cllr K Rowe. All in favour.

The Chairman completed and signed the Chairman's Declaration of Acceptance of Office form.

Vice-Chairman completed and signed the Vice-Chairman's Declaration of Acceptance of Office form.

All other Councillors signed the Declaration of Acceptance of Office forms.

All Councillors signed a Model Registration for Use of Email form.

All Councillors signed a Councillor Statement of Assurance form.

All Councillors were asked to complete a Register of Interest form (online or paper copy) and return to Cornwall Council or the Clerk.

Clerk signed and dated all forms where required.

076/25 Sub-Committees

These will be left as they are for the moment – see below – apart from the school rep; Cllr T Irwin had requested to step down from this position. Cllr R Farley will take this on going forward. The Chair requested that everyone look at which sub committees they would prefer to be involved with and this will be considered again at the June meeting.

Personnel: Chair, Vice-Chair, Cllr L Sutton.

Finance: Chair, Vice-Chair, Cllr G Rogers, Cllr T Irwin.

Footpaths: Chair, Vice-Chair, Cllr A Bonker, Cllr T Irwin.

Cemetery/Burial Chair, Vice-Chair, Cllr G Rogers, Cllr A Bonker.

Parish Hall Rep: Vice Chair.

Health and Safety: Vice Chair, Cllr K Rowe.

Planning: Chair, Vice-Chair, Cllr A Bonker, Cllr G Rogers.

Website Action Team: Chair.

Highways: Chair, Cllr G Rogers, Cllr R Farley.

School representative: Cllr R Farley.

Monthly Meeting May 2025

Present: Cllr P Claridge (Chair), Cllr G Tucker (Vice-Chair), Cllr L Sutton, Cllr A Bonker, Cllr R Farley, Cllr K Rowe, Cllr D Saunter, County Cllr C Batters, J Wilson (Clerk/RFO).

One member of the public was present.

077/25 Apologies

Cllr G Rogers, Cllr T Irwin

078/25 Declaration of Interests and Requests for Dispensations

None.

079/25 Public Session

Daisy Barber from Forestry England attended the meeting to explain a bit about what her role is in the area, and to request that we notify her of any fly tipping or other problems that we see on forestry land. The Chair thanked Ms Barber for attending our meeting and for the work that she does in our area. Ms Barber then left the meeting.

080/25 County Councillors Report

The Chair welcomed Cllr Chris Batters, our new ward councillor to the meeting.

The Chair asked Cllr C Batters to keep the Parish Council updated on the Kernow Slide application /refusal, including any noise/acoustic reports.

There are 3 other ongoing planning items and we requested to be kept up to date on these as follows:

- Higher Hill Farm (Clerk to forward details to Cllr C Batters)
- Little Deviock – appeal
- Higher Carblake

Cllr R Farley asked about the opportunities for building in the area. It was noted that the new Doctors surgery will go ahead in the area next to Chy Trevail.

Cllr C Batters then left the meeting.

81/25 Minutes of the Previous Meeting held 15th April 2025

The minutes of the previous meeting had been circulated. There was one amendment:

- **067/25** – Millpool Chapel will hold a tea party on Sunday 4th May.

The minutes for the previous meeting were proposed by Cllr K Rowe, seconded by Cllr L Sutton and agreed by all as a true record of the meeting and signed by the Chair.

82/25 Matters Arising from the meeting held on 15th April 2025

Both tea parties were very well supported. It was agreed that the clerk should send an email to the Church Warden at St Meubreds to thank her for putting on the St Meubreds event, and to contact Shirley and John Doran to thank them for putting on the event at Millpool Chapel.

The incorrect crossroads sign has been reported to highways but there has been no further news on this.

Kissing gate for the village should be in place by the end of July.

The cemetery tap still has low water pressure. Cllr G Tucker will look into this again.

The silhouette is due to be taken down shortly and will be used again next year.

083/25 Planning Decisions

[PA25/01187](#) Golden Lake Farm Le Ball Hill Glynn Cardinham Bodmin Cornwall PL30 4BE. Roofing over farm yard manure store. **Approved**

084/25 Planning Applications

[PA25/03359](#) The Lodge Fletchersbridge Bodmin Cornwall PL30 4AN. External and internal alterations to an existing dwelling.

Cllr L Sutton proposed support, seconded by Cllr K Rowe. All in favour.

085/25 Other planning items

None.

086/25 Consider and Agree any action required regarding the parish notice boards.

The notice boards in Millpool, Little Downs and in Cardinham are all in need of repair.

Cllr L Sutton agreed to look into replacing the pinboard in the current boards with a rubbery surface and will report back at the June meeting. To be added to June agenda.

Cllr G Tucker will take down the glass fronted notice board in Cardinham to see if can be repurposed.

087/25 To Consider and Agree any action required regarding the Parish Council Vacancy.

The Councillors raised the issue of delaying the co-option. The Councillors proposed delaying co-option for 3 months. As this may not be legally allowed it was proposed and agreed that the clerk would contact CALC to find out the legalities of delaying and report back regarding the legislation and CALC'S advice. To be included on the agenda again in June.

088/25 Consider and Agree any action required regarding Emergency Planning, Fire and Flood

At the Annual Parish meeting it was suggested that there was an Emergency Plan already in place and a document to support this, from many years ago. But, no record of this can be found amongst the Council documents. Cllr D Saunter agreed to speak with the Fire Control Officer at Liskeard Fire Control Centre to find out action, if any, the Parish Council should take. The Community will need proper direction by Emergency Services in the event of fire, flood or other emergency, where evacuation may be necessary. To be added to June Agenda.

089/25 To Consider and Agree the purchase of the Exclusive Right of Burial book of forms for the Burials Clerk. The cost is £128.00 plus VAT.

Cllr G Tucker proposed purchase of the book, Cllr D Saunter seconded, all in favour. Clerk to action.

Finance reports and payment of accounts:**090/25 To Consider and Agree the renewal of the insurance for 25/26.**

Cllr G Tucker proposed to go for the higher level of cover of £397.05, seconded by Cllr D Saunter, all agreed. Clerk to check with Duchy defibrillators if the defibrillators and cabinets are insured by them, and update our F.A. register accordingly.

091/25 Agree to reimburse Cllr P Claridge for domain costs.

Cllr G Tucker proposed and Cllr L Sutton seconded to reimburse Cllr P Claridge for the domain renewal costs. All in favour.

092/25 Payment of Accounts

The receipts and payments report for Apr 2025/May 2025 showed:

- 1) Receipts of £6445 for April (Burial fees £445; Precept £6000).
- 2) Payments of £1,477.00 in April/May, made up of:
 - i) HMRC – Tax and ER's NIC on clerk's wages - £113.49
 - ii) J Wilson – Clerk's wages net - £402.32
 - iii) J Wilson – Clerk's expenses - £24.30
 - iv) Lanhydrock Garden Services Ltd – tree work - £816
 - v) Zurich Town and Parish Insurer Trust Account – 25/26 Insurance - £397.05
 - vi) Shaw and Sons – Exclusive Right of Burial book of forms -£153.60
 - i) Lanhydrock Garden Services Ltd – Grass cutting - £815.76
 - ii) P Claridge – Reimburse for Domain costs - £17.72

Cllr G Tucker proposed and Cllr D Saunter seconded to authorise the payments list. All in favour. A Payments List, Budget to Actual comparison and a bank reconciliation for the current period had been prepared and circulated to all Councillors. Bacs Payments were completed at end of meeting except for the payment to Shaw and Sons.

It was proposed by Cllr G Tucker and seconded by Cllr L Sutton to move £7,400.00 from the Barclays account to the Lloyds account. All agreed. It was agreed to add Consideration of the closure of the Barclays account as an item for the June agenda.

093/25 Correspondence

Correspondence for this month had been forwarded to Councillors by email.

094/25 Footpaths

Nothing to note on footpaths.

095/25 Highways Issues were noted:

- Road that goes past the school – It should be a give way sign.
- Brighton Water Hill – Steep hill sign needed: microfilm.summit.tiptoes.

096/25 Parish Matters

- Cemetery – some of the headstones may need attention. Cllr L Sutton will speak with the Church Warden at the PCC to ask if some need laying down.
- The school raised £1700 from their marathon event, which is to go towards the Wildlife reflection space.

097/25 Items for the next agenda

- Reconsider the Sub-Committees
- Reconsider the Parish Notice Boards
- Reconsider the Parish Council Vacancy in view of the legislation and advice received from CALC
- Reconsider the Emergency Planning for Fire /Flood
- Closed session for planning issues.
- Consider closing the Barclays Bank account

There being no further business, the meeting was closed at 9.40pm.

Chairman:

Date: 17/06/2025