

CARDINHAM PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING

Held in Cardinham Parish Hall on Tuesday 17th June 2025 at 7:30pm

The clerk advised that the meeting was being recorded.

Please note: The Parish Council will go into closed session for consideration of the final item on the agenda item 19 (allowed under the 1960 Public Bodies (admissions to meetings) Act where the public and press are excluded from the meeting due to the confidentiality and/or sensitive nature of the business to be discussed.)

Present: Cllr P Claridge (Chair), Cllr L Sutton, Cllr A Bonker, Cllr R Farley, Cllr K Rowe, Cllr D Saunter, County Cllr C Batters, J Wilson (Clerk/RFO). Three members of the public were present.

098/25 Apologies

Cllrs G Tucker, G Rogers, and T Irwin.

099/25 Declaration of Interests and Requests for Dispensations

None.

100/25 Public Session

The owners of Goonvyhan were in attendance and spoke in support of their planning application which will be considered later in the meeting.

Francis Clarke from Trewithen Dairy attended and provided an update regarding the company's plans for the factory. The planning application is likely to come before the Council after the end of July.

Mr Clarke then left the meeting.

101/25 County Councillors Report

Cllr Chris Batters reported on the following issues:

- Higher Hill Farm - still in the appeals procedure
- Kernow Slide –will continue to operate. New noise reports are due to be carried out.
- Little Deviock – ongoing
- Higher Carblake – the application for 10 dwellings has been refused but if the number is reduced it may be reconsidered
- Cllr Batters will be chairing the strategic planning committee going forward.
- Community Chest - £200 per parish available in July.

102/25 Minutes of the Previous Meeting held on 20th May 2025

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

- 097/25 was amended to include the closed session.

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.

103/25 Matters Arising from the meeting held on 20th May 2025

- It was noted that the Church will cover any flattening of the headstones that may be required.
- It was requested that Lanhydrock blow the grass away from the drains around the base of the church when using the grass blower as the grass blocks the drains.
- It was agreed that we would consider the Committees again at the July meeting - to be included on the July agenda.

104/25 Planning Decisions

[PA25/02294](#) Barn South West of Higher Carblake, Cardinham, Bodmin Cornwall PL30 4HH. Prior Approval for proposed barn conversion into 10 residential units. (Case Officer M Evans.) **Decided – planning permission required.**

105/25 Planning Applications

[PA25/03565](#) Newland Preeze, Chapel Lane Millpool Bodmin Cornwall PL30 4HZ. Demolition of the existing glass conservatory and extension of existing ground floor accommodation to provide a new kitchen and breakfast room to the rear of the property.

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

[PA25/04046](#) Goonvyhan Cardinham Bodmin Cornwall PL30 4EF. Proposed extension and re-modelling extension and re-modelling to include external cladding and roof mounted solar panels.

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

Cllr Batters and two members of the public left the meeting.

106/25 Other planning items

Note: The following application is a Prior Approval so the Parish Council has not been consulted on it, but the Parish Council can comment if appropriate:

[PA25/04102](#) Land East of Little Cutmadoc Farm Lanhydrock Bodmin Cornwall PL30 4AQ. Prior notification of agricultural or forestry development for agricultural storage shed. (Case Officer G Old.)

The Parish Council made no comment on this application.

107/25 Consider any further information received regarding the material for the notice boards. Agree any action required.

Cllr L Sutton provided details on the rubber backing which could be used for the notice boards in Millpool and Cardinham and for the one by the Parish Hall. To be considered further. To add to the July agenda.

108/25 To Reconsider and Agree any action required regarding filling the current Parish Council vacancy by co-option, in light of the legislation, and the information and advice provided by CALC.

The Clerk had sought advice on this issue from CALC and CALC had provided advice on this as follows: The Council has a duty to advertise and attempt to fill vacancies left after the election 'as soon as is practicable'. The Clerk strongly advised that this advice should be followed with the vacancy to be advertised as soon as possible. Cllr L Sutton proposed to follow CALC's advice to advertise the vacancy using a less formal Vacancy Notice at the end of next week, seconded by Cllr R Farley, majority in favour. Clerk to action.

109/25 Consider and Agree any action required regarding Emergency Planning, Fire and Flood

There is no record of an Emergency plan for the Cardinham Parish at the Liskeard Fire Control Centre, but it could be held elsewhere. The Chair will contact Cornwall Council to find out what information they have on this matter. To be added to the July agenda.

Finance reports and payment of accounts:**110/25 Review Internal Auditors report 24/25 and agree any amendments required.**

The Internal Auditors had prepared their report and found the preparation of the accounts and the documentation to be of a high standard. They noted that the Chair, Councillors and clerk operated to a very high standard, closely following all procedures. The Parish Council reviewed and accepted the report and agreed there were no issues to be actioned. Cllr L Sutton proposed that the Parish Council accept and adopt the Internal Audit report for 2024/25, seconded by Cllr K Rowe, all in favour.

111/25 Agree the Annual Governance Statement 24/25, adopt and sign.

Cllr L Sutton proposed and Cllr K Rowe seconded to agree, adopt and sign the Annual Governance Statement for 24/25 as being correct. All in favour. The Chair and Clerk signed and dated it. The minute

reference is to be added to the Annual Governance Statement on completion of the minutes.

112/25 Agree the Annual Return 24/25, adopt and sign

Cllr L Sutton proposed and Cllr K Rowe seconded to agree, adopt and sign the Annual Return for 24/25 as being correct. All in favour. The Chair and Clerk signed and dated it. The minute reference is to be added to the Annual Return on completion of the minutes.

113/25 Agree the Certificate of Exemption 24/25, adopt and sign

Cllr L Sutton proposed and Cllr K Rowe seconded to agree, adopt and sign the Certificate of Exemption for 24/25 as being correct. All in favour. The Chair and Clerk signed it. The minute reference will be added to the Certificate on completion of minutes and the Certificate will then be submitted to the External Auditors.

114/25 Agree Public Rights Notice dates 24/25

Cllr L Sutton proposed and Cllr K Rowe seconded to accept the dates for the Public Rights notice as Tuesday 1st July to Monday 11th August 2025, with publication of the notice on 30th June 2025. All agreed. Notices to be put up on the Parish notice boards and on the website on, or just before the agreed date of 30th June.

115/24 Agree there is No Conflict-of-Interest with 24/25, and sign the form

To agree that there is no conflict of interest between Cardinham Parish Council and the external auditors BDO for 24/25. Cllr L Sutton proposed and Cllr K Rowe seconded to agree, adopt and sign the form stating that there is no conflict of interest. All in favour. The Chair and Clerk signed the form.

116/25 Payment of Accounts

The receipts and payments report for May2025/June 2025 showed:

- 1) Receipts of £Nil for May.
- 2) Payments of £1,104.57 in May/June, made up of:
 - i) HMRC – Tax and ER's NIC on clerk's wages - £113.49
 - ii) J Wilson – Clerk's wages net - £402.12
 - iii) J Wilson – Clerk's expenses - £61.96
 - iv) Cardinham Parish Hall – hire of hall - £95.00
 - v) Aalgaard Renshaw Business Solutions Ltd – 24/25 Internal Audit - £150.00
 - vi) C&G Tucker – Burial (£90.00) and Footpath Maintenance (£192.00) - £282.00

Cllr D Saunter proposed and Cllr R Farley 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.

117/25 To Consider Closing the Barclays Bank Account.

Further correspondence had been received from Barclays threatening imminent closure of the bank account unless the Parish Council updated its details. As we have not yet contacted all relevant organisations to notify them that we have a new bank account, the clerk contacted Barclays and asked for the bank mandate form so that the Parish Council can update the relevant details held by Barclays. At the same time Barclays updated the details it held for the clerk, including an ID check. The signatories on the account will need to complete the forms and return them to the Clerk for submission to Barclays via a secure online link. It was agreed not to close the Barclays account at present.

118/25 Correspondence

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

Councillors about the training and that they should sign up for one of the Code of Conduct training sessions that CALC are running, either online or a face-to-face meeting.

119/25 Footpaths

Cllr G Tucker had sent an update on the Parish footpaths:

- Issue with Footpath 508/4/2 – Cllr G Tucker has been to look at this and emailed the access team about it.
- Bridle path 508/36/1 – Cllr Tucker has spoken to the owner – will supply post and marker disc and he will install. This is the path that goes through Tawnmoor.

120/25 Highways Issues were noted:

- There is an issue with cars parking at the Cardinham crossroads, particularly when the cars are parked very close to the junction and impeding visibility of drivers when they are trying to negotiate the junction. Cllr R Farley will raise this issue with the school.
- Bunnys Hill – All along this road on the Left Hand Side going up, it needs to be trimmed back.
- The road sweeper has been to the village again.

121/25 Parish Matters

- The SEND school finish date will be 3rd July. The school will be opening in September.
- It was agreed to take down the Tommy and put it up again on Monday 11th August in time for the Anniversary of VJ day which is the 15th August.
- Reminder to all Councillors who haven't yet done so to complete their Register of Interest form and forward to the Clerk/Cornwall Council.

122/25 Items for the next agenda

- Reconsider the Sub-Committees
- Reconsider the Parish Notice Boards
- Reconsider the Emergency Planning for Fire /Flood

Cllr D Saunter proposed the Parish Council should go into Closed Session, seconded by Cllr K Rowe, all in favour. All members of the public had already left the meeting.

123/25 Closed Session

The Parish Council will go into closed session for consideration of this item on the agenda (allowed under the 1960 Public Bodies (admissions to meetings) Act where the public and press are excluded from the meeting due to the confidentiality and/or sensitive nature of the business to be discussed.)

- Planning Issues
It was agreed that the clerk would write to Cornwall Council regarding the relevant planning issues

There being no further business, the meeting was closed at 9.35pm.

Chairman:

Date: 15/07/2025