

**MINUTES OF THE ST ISSEY PARISH COUNCIL MEETING HELD IN LITTLE PETHERICK VILLAGE HALL  
AT 7.30PM ON MONDAY 16<sup>th</sup> JUNE 2025.**

**Present:** Cllrs P Hammett (Chair), A Heard (Vice-Chair), N Carhart, J Carhart, E Ballard, C Ivins, D Heard, S Sleep. Cllr J O'Keefe. Miss J. Wilson (Clerk). Three members of the public.

The Chair began the meeting with some sad news. Mrs Gill Henwood, wife of Gerald Henwood had sadly passed away recently and Councillors held a minutes silence for Gill. Gerald Henwood had been a Councillor for over 60 years and had only recently left the Council after deciding not to stand again at the May 2025 elections. We will keep Gerald in our thoughts at this sad time.

**087/25 1. Apologies for absence:**

None.

**088/25 2. County Councillor's Report:**

Cllr J O'Keefe was now able to tell us which committees he will be on for Cornwall Council. These are East Sub-Area planning, Appeals and Miscellaneous Licencing.

Cllr O'Keefe will attend the meeting on 26<sup>th</sup> June that has been arranged with Highways, the Police and the Parish Council to discuss a way forward re the High Lanes junction.

Hedging in Padstow has been cleared as requested at our last meeting.

**089/25 3. Public Participation**

Three people attended the meeting to apply for the two vacancies on the Parish Council. The voting will be done under item 12 on the agenda.

Standing Orders applied.

**090/25 4. Declaration of Interests in Items on the Agenda, and requests for dispensations:**

None.

**091/25 5. Matters Arising from the minutes of the meeting held on 12<sup>th</sup> May 2025.**

- Denzell Downs Wind Farm Community Fund – The Chair attended their meeting in April. All recipients of the grant funding have been notified now. St Issey Play Park received their full application.
- Bench outside of Church door, needs cleaning
- Bench in the Churchyard is in a poor state of repair and will be removed.
- The Chair had been contacted by Emma Lewis regarding school parking/village hall parking. It was proposed by Cllr N Carhart and seconded by Cllr S Sleep to bring forward item 11 for discussion:

**092/25 11. Contributions and Community Projects: To consider making an annual donation, amount to be confirmed, to the Village Hall to go towards maintenance of the car park. This could then allow the Village Hall to continue to allow parents to use the car park when picking up dropping off children at the school. (This would have to be agreed by school and hall beforehand.)**

It was proposed to reply to Emma to let her know that we can't support it as parents have indicated that they are willing to put forward a contribution towards this. Majority in favour, Cllr E Ballard against, Proposal carried.

**093/25 6. Signing of minutes for the meeting held on 12<sup>th</sup> May 2025.**

The minutes of the meeting held on the 12<sup>th</sup> May 2025 were circulated. There was an amendment to include the following under the AGM: "Remaining Councillors signed the declaration of acceptance of office forms. All will sign and return their Statement of Assurance, Registration for use of email, and the Register of Interest form.". The amended minutes were proposed and agreed by all as a true record of the meeting and approved. They were then signed by the Chairman.

**Planning****094/25 7. Planning Decisions:**

PA25/03849 J Ford Tregonna Hill High Road Little Petherick. Prior notification for proposal. Temporary Recreational campsite (60 days)

**Closed – Advice given.**

**095/25 8. Planning Applications:**

None

**096/25 9 Highways**

- A meeting regarding the High Lanes junction has been arranged for 26<sup>th</sup> June 12pm - Oliver Jones (Highways), Adam Stonehill (Police), Cllr Peter Hammett (Parish Council). Cllr James O'Keefe (Ward Councillor) and Parish Clerk will attend.
- Cllr S Sleep reported That there is lots of grass growing between the tarmac and the concrete along the A39
- Cllr S Sleep also reported running water on the road between Halfway House and Hawksfield.
- Speed Visor – quote obtained from Cornwall Council for obtaining and installing a speed visor on Little Petherick Hill. The quote is high – it was suggested finding out from St Merryn where they got theirs from as it was much cheaper. Clerk to contact the St Merryn Clerk.

**097/25 10 Repairs and Maintenance.**

Nothing to report.

**098/25 11 Contributions and Community Projects.**

See above.

**099/25 12 Consider appropriate action regarding the two Vacancies on the Parish Council**

Three people had expressed an interest in joining the Parish Council: Kay Hawkins, Paul Jose-Wilson and Graham Murt. Those who wished to speak were given a few minutes to say why they wanted to join the Council.

Voting took place as follows:

For the first vacancy: voting took place by ballot and Kay Hawkins had a clear majority.

For the second vacancy all eight councillors voted and there was a tie between Paul Jose-Wilson and Graham Murt. The Chair had a casting vote and this went to Graham Murt.

We congratulate our two newest members, Cllr Kay Hawkins and Cllr Graham Murt and they will take their seats on the Council at the July meeting, and will complete the declaration of acceptance of office and other relevant forms before the July meeting. We thank Paul Jose-Wilson for applying and hope that despite missing out this time, he will continue to take an interest in the Parish Council and Parish issues.

**100/25 13. Netwise - Consider and agree information required on layout £ menus for the new website**

The website is ready for adding in all the information from the old website - this is taking time.

**101/25 14. Village Halls**

St Issey Village Hall – Windows have still not been sealed.

**102/25 15. Working Party**

It was agreed to hold a Working Party meeting immediately following this June meeting.

**103/25 16. Finance, Earmarked Reserves and Signing of cheques**

**104/25 To review internal auditor's report and agree any amendments required for 24/25 accounts**

The Internal Audit report noted that the Finance Regulations need to be updated. To be added to the July agenda. The Internal Auditors are satisfied that all has been completed correctly. Cllr N Carhart proposed to accept the Internal Auditors report. Seconded by Cllr S Sleep. All in favour.

**105/25 Agree Annual Governance Statement for 24/25, adopt and sign**

Cllr N Carhart proposed we agree, adopt and sign the Annual Governance Statement for 24/25. Cllr S Sleep seconded, all in favour. Chair and Clerk signed and dated it. Minute reference to be added.

**106/25 Agree Annual Return for 24/25, adopt and sign.**

Cllr J Carhart proposed we agree to adopt and sign the Annual Return for 24/25, seconded by Cllr A Heard, all in favour. Chair and Clerk signed and dated it. Minute ref to be added.

**107/25 Agree No conflict of interest between St Issey Parish Council and External Auditors in 24/25.**

Cllr E Ballard proposed to agree there is no conflict of interest between St Issey PC and BDO LLP in 24/25, seconded by Cllr N Carhart, all in favour. Form signed by the Chairman and Clerk. Minute ref to be added.

**108/25 Agree the dates for the Public Rights Notice for 24/25.**

Cllr E Ballard proposed we agree the dates for the Public Rights notice as 1<sup>st</sup> July to 11<sup>th</sup> August for 24/25, with the notices going up on 30<sup>th</sup> June 2025, seconded by Cllr N Carhart, all in favour.

**109/25 Signing of cheques as required**

Receipts of £1,767.18 in May, made up as follows:

£7.91 Interest

£1,529.27 Vat Claim

£230.00 Grant (Defib and Bleed Control)– St Breock Wind Turbine Community Fund

Payments of £1,614.48 in June as follows:

£511.32 – J Wilson – wages

£84.34 – J Wilson – expenses

£57.62 - HMRC – Tax on wages, Employers NIC

£260.00 – Waverley – Grass cutting

£204.00 – Aalgaard Renshaw – Internal Audit

£246.00 – Duchy Defibrillators – Monitoring fee

£125.00 – Savills – Quarterly Rent

£34.95 – Google Workspace Ltd. – website hosting

£84.00 – Google Cloud – monthly payment for email Google Workspace

£7.25 - Lloyds – Service charges

Cllr N Carhart proposed, Cllr C Ivins seconded to sign the June cheques, all in favour.

The Net Balance in the Cash Book as of 31<sup>st</sup> May stands at £40,417.37. A payments list for June and Bank Reconciliation for May had been prepared and circulated to all Councillors. Cllr N Carhart checked and signed off this month's finance reports.

**110/25 Youth Club Funds/Cheque**

The Chairman had been contacted regarding the Youth Club balance of funds of £1518.71. It was agreed the Parish Council could bank this and hold the funds – to be held and used for the youth of St Issey. Clerk to bank cheque – to include with the Jubilee funds

**111/25 17. Correspondence**

Correspondence forwarded to Councillors via email during the month as usual. No other post received.

**112/25 18. Footpaths**

Stile by the bridge has been done now.

**113/25 19. Institute**

Nothing to report.

**114/25 20. Items for next meeting's agenda**

Reimburse Chairman for expenses of £200 re Village Hall car park.

Speed Visor

Update on the High Lanes meeting

Signs for Churchyard – to keep dogs on lead

To Consider updating the Finance Regulations as per the Internal Audit.

**115/25 21. Public Bodies (Admission to Meetings) Act 1960.**

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

Nothing to consider.

The meeting closed at 8.37pm.

Chairman:

Date: 14<sup>th</sup> July 2025