

WITHIEL PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD IN

THE WITHIEL VILLAGE HALL ON WEDNESDAY, 4TH JUNE 2025 AT 7.00PM

Present Cllr. M. Davies Mrs. J. Burdon Cllr. Mrs. W. Symons
(Chairman) (Parish Clerk) Cllr. R. Wilson
Cwll. Cllr. C. Batters 6 Members of Public

Minute	AGENDA ITEMS	Action
83/25	Apologies:- None.	
84/25	Discussion on time of main meeting:- Resolved to discuss at the next meeting Action: Clerk.	Clerk
85/25	Update on Vacancy of Councillors:- Chairman reported four new Councillors had been appointed this evening and would be officially starting at the July meeting, paperwork had been passed to them for completion and return to the Clerk Action: Clerk to inform Cornwall Council of the co-options.	Clerk
86/25	<p>Public Forum (Members of the public are permitted to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. The designated time will be 15 minutes and no longer than 5 minutes per person, the time may be extended at the discretion of the Chair):- Six members of the public were in attendance.</p> <p>Member of public reported on the Saints Way, he fenced in a section and left a wide amount of room, fenced off and requested dogs on leads and it is being ignored, he would like awareness raised over dogs off leads around livestock. Cornwall Councillor C. Batters suggested cameras as this was successful in other areas Action: Cornwall Councillor C. Batters to follow upon receipt of information from member of the public.</p> <p>Member of public raised an issue with a vehicle parking next to church on the left-hand side of the bus stop overnight, which is restricting access. Member of the public will look to address this with a conversation in the first instance.</p>	Cwll. Cllr. C. Batters
87/25	Members Declaration of Interest in items raised on the Agenda/Requests for Dispensation:- Councillors Mrs. W. Symons and R. Wilson declared a non-registerable interest under Paragraph 3.5A in respect of the News and Views. Councillors Mrs. W. Symons and R. Wilson declared a non-registerable interest under Paragraph 3.5A in respect of the Withiel Playing Fields Committee. Councillor R. Wilson declared a non-registerable interest under Paragraph 3.5A in respect of the Short Mat Bowling Club Voltaire application.	
88/25	<p>Monthly Cornwall Councillor Report:- Cornwall Councillor C. Batters reported as follows:-</p> <ul style="list-style-type: none"> • Update on the administration decision for Cornwall Council. We will be appointing Chair and Vice-Chair of Committees. • From the end of this month things will ease back. • He would be happy to liaise with Councillor R. Wilson regarding any highway issues, so he could follow them up. 	

	<ul style="list-style-type: none"> Chair asked balance of new administration, coalition has 42%, it still requires two more votes to carry to 44%. Councillor R. Wilson asked whether he would be attending CAP meetings along with other Parish Councillors. Cornwall Councillor C. Batters confirmed they all would be attending as a Cornwall Councillor saying he is here to represent the parish. <p>Chairman thanked Cornwall Councillor C. Batters for his report.</p>	
89/25	<p>Confirmation of Minutes of the Monthly Meeting held on the 14th May 2025:- Resolved to approve the Minutes of the Monthly Meeting held on the 14th May 2025 as circulated which were confirmed as a true and accurate record and duly signed by the Chairman (Proposed: Councillor R. Wilson; Seconded: Councillor Mrs. W. Symons) (All in Favour)</p>	
90/25	<p>Matters Arising from the Monthly Meeting held on the 14th May 2025:-</p> <p>Page 1 Min.65/25 Election of Chair:- Clerk reported CALC had responded with the following that a Chair is appointed by the Council and remains in place until the following annual meeting. If they wish to resign from the position before the following annual meeting they are able to do so, but the Council cannot instruct them to.</p> <p>Page 1 Min.65/25, 66/26 and 67/25 Election of Vice-Chair, Monitor Officers and representatives:- Clerk will include on the July meeting when we are back to a full Council Action: Clerk to include on agenda and send copies to new Councillors.</p> <p>Page 2 Min.25/25 Re-appointment of Footpath Contractor:- Clerk reported the quotation received had been for two cuts of the footpaths and had been accepted.</p> <p>Page 3 Min.56/25 Reviewing Voltaire Fund Guidance:- Clerk to include on July agenda to discuss with new full Council Action: Clerk.</p>	<p>Clerk</p> <p>Clerk</p>
91/25	<p>Highway Issues in the Parish:- Councillor R. Wilson, Chair and Councillors to put together a co-ordinated list to pass on to Cornwall Councillor C. Batters Action: Councillors.</p>	Cllrs.
92/25	<p>Footpath Issues in the Parish:- Chairman and Councillors to put together a co-ordinated list to pass on to Cornwall Councillor C. Batters Action: Councillors.</p>	Cllrs.
93/25	<p>To RECEIVE consultation response requests and to RESOLVE a response. Formal requests from the planning authority received before the start of the meeting will be considered, including Results/Correspondence/Any Letters received for or against any Planning Applications:-</p> <p>Planning Applications and Correspondence:-</p> <p>PA25/03666 – Mr. Nathan Fahey – ‘Concrete Batching Plant’ without compliance with Condition 2 of Decision Notice PA22/10990 dated 23/2/2023, Land and Buildings North East of Shalimar, Victoria Roche – Support (Proposed: Councillor R. Wilson; Seconded: Councillor Mrs. W. Symons) All in Favour</p>	Clerk

	<p>Planning Results:-</p> <p>PA25/01075 – Dr. & Mrs. Ashby – Prior Approval for the proposed conversion of two barns to two dwellings, Buzzards Reach, Withiel – Planning Permission required</p> <p>PA25/01803 – Dr. & Mrs. Ashby – Prior Approval for the proposed conversion of two barns to a dwelling (Class Q), Buzzards Reach, Withiel – Planning Permission required</p> <p>PA25/01667 – Mr. A. White – Change of use of agricultural field to two (2 no.) secure dog walking paddocks (part retrospective), Land South West of Higher Bryn Farm, Roche – Approved</p>																
94/25	<p>Monthly Accounts for June 2025, including monthly bank reconciliation and budget monitoring and any other Financial Matters:- It was proposed that the Council approve and accept the accounts for June 2025 as circulated on schedule, including agreement with the bank reconciliation and budget monitoring as reported (Proposed: Councillor Mrs. W. Symons; Seconded: Councillor R. Wilson) All in favour</p> <table border="1"> <tr> <td>ICO</td><td>£47.00</td><td>Annual ICO Renewal</td></tr> <tr> <td>HSBC – Bank Charges</td><td>£8.00</td><td>April 2025</td></tr> <tr> <td>Salaries and Expenses</td><td>£295.81</td><td>June 2025</td></tr> <tr> <td>HMRC – Income Tax</td><td>£67.40</td><td>June 2025</td></tr> <tr> <td>Receipt:- HSBC – Gross Interest</td><td>£41.45</td><td>May 2025</td></tr> </table>	ICO	£47.00	Annual ICO Renewal	HSBC – Bank Charges	£8.00	April 2025	Salaries and Expenses	£295.81	June 2025	HMRC – Income Tax	£67.40	June 2025	Receipt:- HSBC – Gross Interest	£41.45	May 2025	Clerk
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95/26	<p>Voltaire Funding Applications received from Withiel Short Mat Bowls Club:- Resolved to put on the July agenda to discuss and request further information in the meantime Action: Clerk/Chair.</p>	Clerk/Chair															
96/25	<p>Approval of Annual Accounts and Bank Reconciliation for the year ending 31st March 2025:- It was resolved to approve the Annual Accounts and Bank Reconciliation for the year ending 31st March 2025 as set out, which were duly signed by the Chairman and Clerk (Proposed: Councillor Mrs. W. Symons; Seconded: Councillor R. Wilson) All in Favour Action: Clerk to send to External Auditors and advertise relevant statement advising that the accounts are unaudited at this time, as per regulations.</p>	Clerk															
97/25	<p>Approval of Section 1 of Annual Return – Annual Governance Statement 2024/2025:- It was resolved to approve Section 1 of the Annual Return as set out (Proposed: Councillor Mrs. W. Symons; Seconded: Councillor R. Wilson) All in Favour Action: Clerk to send to External Auditors and advertise relevant statement advising that the accounts are unaudited at this time, as per regulations.</p>	Clerk															
98/25	<p>Approval of Section 2 of Annual Return – Accounting Statements 2024/2025:- It was resolved to approve Section 2 of the Annual Return as set out (Proposed: Councillor Mrs. W. Symons; Seconded: Councillor R. Wilson) All in Favour Action: Clerk to send to External Auditors and advertise relevant statement advising that the accounts are unaudited at this time, as per regulations.</p>	Clerk															
99/25	<p>Internal Auditors Report for the year ending 31st March 2024:- It was resolved to approve the Internal Auditors Report for 2024/2025, noting there were no actions required and advertise on the website (Proposed: Councillor Mrs. W. Symons; Seconded: Councillor R. Wilson) All in Favour Action: Clerk</p>	Clerk															

100/25	Confirm the period for exercise of Public Rights as required by Accounts and Audit Regulations 2024/2025:- Resolved to confirm the period for the exercise of public rights as required by the Accounts and Audit Regulations and advertise accordingly (Proposed: Councillor Mrs. W. Symons; Seconded: Councillor R. Wilson) All in Favour Action: Clerk.	Clerk
101/25	Appointment of Internal Auditor for year ending 31st March 2026:- Resolved to appoint our current contractor for our internal audit for year ending 31 st March 2025 (Proposed: Councillor Mrs. W. Symons; Seconded: Councillor R. Wilson) All in Favour Action: Clerk.	Clerk
102/25	Annual Documentation to be reviewed – (a) Code of Conduct; (b) List of Regular Payments for the year; (c) Final Fixed Asset Register; (d) Model Financial Regulations; (e) Risk Assessment; (f) Risk Management Policy; (g) Segregation of Duties Matrix; (h) Standing Orders; (i) Statement of Internal Control; (j) Freedom of the Parish of Withiel:- Resolved to adopt policies as circulated (Proposed: Councillor Mrs. W. Symons; Seconded: Councillor R. Wilson) All in Favour Action: Clerk to update website and send copies on email to new Councillors.	Clerk
103/25	Camel Valley Community Area Partnership (Including Template from Cornwall Council for current projects, issues and/or questions):- Next meeting is July and Councillor R. Wilson will attend this meeting on behalf of the Parish Council (Proposed: Councillor Mrs. W. Symons; Seconded: Councillor M. Davies) Action: Clerk to confirm with Elizabeth Allcorn he will be representative for the July meeting. Template from Cornwall Council for current projects, issues and/or questions:- No update.	Clerk
104/25	Parish Councillor Training Requirements:- Cornwall Council – Local Council Planning Essentials Training – 12 th & 19 th June and 10 th July 2025 Action: Clerk to re-send to all Councillors. Code of Conduct training query with Cornwall Council, Clerk had forwarded to Cornwall Councillor C. Batters to follow up Action: Clerk/Cornwall Councillor C. Batters.	Cllrs Clerk/ Cllr. C. Batters
105/25	Correspondence – Clerk listed correspondence and actions required:- 1. NALC – Chief Executive’s Bulletin – 15 th May, 22 nd May, 29 th May 2025 2. Great Western Railway - Rail timetable changes this Sunday 18 th May 2025 3. Cornwall Council - Affordable Housing Newsletter - May 2025 4. NALC – Events Newsletter 5. Rewind Radio - Cornwall Hero Awards – Nominations Now Open 6. Cornwall Rural Community Council - Clean Cornwall Newsletter, CRCC 7. Rural Services Network Weekly News - Free Edition 21 st May, 29 th May 2025 8. Prime plc – Grant Funding available for Cornwall Community Projects 9. CALC – Training Update 10. CALC – Co-option Guidance 11. NHS Cornwall and Isles of Scilly - Cornwall together: May 2025 12. NALC - Star Council Awards 2025/26 – Nominations are now open 13. Bodmin Police Station - 05 Bodmin May/June 2025 Newsletter	
106/25	Any Urgent Matters the Chair considers relevant for this meeting:- Cornwall Councillor C. Batters reported each Councillor has a community chest pot of £1,400.00 and he is awaiting confirmation; he is happy to receive applications but this is to be shared around all his Parish Councils.	

107/25	Date of next Meeting:- Next meeting re-arranged to Wednesday 9 th July 2025 at 6.30pm in the Withiel Village Hall Action: Clerk. All other Meetings confirmed for 2025 as follows – Wednesday 6 th August, 3 rd September, 8 th October, 5 th November and 3 rd December 2025. Agreed to change the meeting on the 2 nd July to the 9 th July 2025, Councillor Mrs. W. Symons booked the hall. There being no further business to discuss the meeting closed at 7.50pm.	Clerk
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Signature:

Chair

Date: 9th July 2025

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