

# WITHIEL PARISH COUNCIL

## DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD IN

THE WITHIEL VILLAGE HALL ON WEDNESDAY, 3<sup>RD</sup> JUNE 2026 AT 6.30PM

Present	Cllr. M. Davies (Chair)	Mrs. J. Burdon (Parish Clerk)	Cllr. Mrs. W. Symons (Vice-Chair)
	Cllr. J. Hancock	Cllr. E. Piper	Cllr. Ms. A. Hoyle
	Cllr. R. Wilson	Cllr. D. Cotton	3 Members of Public

Minute	AGENDA ITEMS	Action
87/26	<b>Apologies:-</b> Cornwall Councillor C. Batters.	
88/26	<p><b>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) (including the Monthly Report from Cornwall Councillor Report if received):-</b> Three members of the public in attendance.</p> <p><b>Monthly Report from Cornwall Councillor:-</b> Apologies from Cornwall Councillor C. Batters reported received as follows:-</p> <ul style="list-style-type: none"> <li>• He followed up on the damage to the bridge, and they attended and have taken measures to make the bridge safer for the increase in traffic expected for the Royal Cornwall Show.</li> <li>• He managed to get the 'road closed' removed in time not to affect the Flower Show and Saturday Evening arranged at the Church.</li> <li>• He attended the Saturday evening Desert Island Disc event and enjoyed my pasty and glass of wine, and had a thoroughly enjoyable time. It is great to see so many attendees and such a lovely atmosphere.</li> <li>• No pressure, but can you give some thought to what you might have in mind from my Community Chest? If you recall, I have put a maximum of £200.00 back for Withiel.</li> </ul> <p>Chairman thanked the Clerk for circulating Cornwall Councillor C. Batters' report.</p> <p>Member of public raised a general enquiry regarding footpaths and who is responsible. Clerk and Chair explained the ownership and Parish Councils cut them and are reimbursed, although if land is privately owned the landowners are responsible.</p> <p>Member of public reported he recently moved to Withiel parish and has a planning application. He is an Assistant Head Teacher, and his wife is a Constable in the Police. He updated Councillors on the planning permission required, they are hoping to use natural materials similar to those surrounding them and he wants to work with the Parish Council and to make it a long-term home and to be sustainable and are hoping to plant a small area of woodland.</p> <p>Member of public reported on the septic tanks in the catchment area, and he is concerned it will affect a large number of people in the village; it could cost around £10,000 per house. Chairman advised this would be discussed under</p>	

	<p>planning later this evening. Correspondence had been received from Cornwall Council explaining the situation in more detail and the Parish Council can find out if we can make this public knowledge <b>Action:-</b> Clerk.</p>	<b>Clerk</b>
89/26	<p><b>Members Declaration of Interest in items raised on the Agenda/Requests for Dispensation:-</b> Councillor Mrs. W. Symons declared a non-registerable interest under Paragraph 3.5A in respect of the News and Views.</p> <p>Councillors Mrs. W. Symons and R. Wilson declared a non-registerable interest under Paragraph 3.5A in respect of the Withiel Playing Fields Committee.</p>	
90/26	<p><b>Confirmation of Minutes of the Monthly Meeting held on the 13<sup>th</sup> May 2026:-</b> Resolved to approve the Minutes of the Monthly Meeting held on the 13<sup>th</sup> May 2026 as circulated, which were confirmed as a true and accurate record and duly signed by the Chairman (Proposed: Councillor R. Wilson; Seconded: Councillor A. Hoyle) All in Favour</p>	
91/26	<p><b>Matters Arising from the Monthly Meeting held on the 13<sup>th</sup> May 2026:-</b></p> <p><b>Page 1 Min.60/26 Ownership of opposite side of new footpath:-</b> Cornwall Councillor C. Batters is still waiting for a response <b>Action:</b> Keep Pending.</p> <p>Member of the public left the meeting at 6.51pm.</p>	<b>Cwll. Cllr. C. Batters</b>
92/26	<p><b>Highway Issues in the Parish:-</b> Councillor R. Wilson reported on the potholes near the crossroads, some of the very bad ones have been filled. Two other matters coming up, he missed the Teams briefing on 20mph coming, he is opposed to the 20mph speed limit as he feels we do not need it. There is a Cormac Workshop coming up and he would attend as the Highways representative. Resolved to comment we are not in favour of the 20pmh limit as there is no data to support this in Withiel (Councillor R. Wilson; Seconded: Councillor D. Cotton) (1 abstention) <b>Action:</b> Clerk.</p> <p><b>Action:</b> Councillors R. Wilson and Ms. A. Hoyle to attend the Cormac Workshop event.</p>	<b>Clerk</b>  <b>Clerk</b>
93/26	<p><b>Footpath Issues in the Parish:-</b> Cornwall Council – Enhanced LMP Grants for 2026-2027 available for Parish Councils. Clerk had contacted our Contractor for recommendations of any additional work to the footpaths required <b>Action:</b> Keep Pending.</p> <p>Signs to be replaced on the Saints Way – Clerk reported she was still waiting for details from Councillors E. Piper and J. Hancock to ask whether this would come under the Enhanced LMP Grant <b>Action:</b> Councillors E. Piper and J. Hancock.</p> <p>Footpath 2 in the Parish of Withiel – Councillor R. Wilson was concerned regarding the closure and suggested some minor alterations. Chairman reported this is something that could be followed up with Cornwall Councillor C. Batters <b>Action:</b> Clerk.</p>	<b>Clerk</b>  <b>Cllrs.</b>  <b>Clerk</b>
94/26	<p><b>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 Planning Results:-</b></p> <p><b>Planning Applications:-</b></p>	

	<p><b>PA26/01068 - Cornwall Council</b> – Local Development Order – Upgrading septic tanks and small sewage treatment plants within River Camel Special Area of Conservation, River Camel Catchment Area – <b>Support this initial goal of making the planning application easier for replacement developments although residents have expressed concerns that this could become mandatory in the future, which we would not support</b> (Proposed: Councillor R. Wilson; Seconded: Councillor E. Piper) All in Favour</p> <p><b>PA26/02591 – Mr. &amp; Mrs. Atherton</b> – Demolition of existing barn and replacement with a self-build dwelling including the change of use of land to form residential amenity, associated works, and the temporary siting of a caravan on site for accommodation during the construction period, Pooleys Barn, Withielgoose Mills, Bodmin – <b>Support</b> (Proposed: Councillor Mrs. W. Symons; Seconded: Councillor J. Hancock) (1 abstention)</p> <p><b>Planning Correspondence:-</b></p> <ol style="list-style-type: none"> <li>1. Cornwall Council Planning - PA26/01068 - Local Development Order (LDO) for River Camel catchment area</li> <li>2. Cornwall Council Planning - Cornwall Planning Partnership - vacancy for Camel Valley parishes CAP area</li> </ol>	<p>Clerk</p> <p>Clerk</p>															
95/26	<p><b>Monthly Accounts for June 2026, including monthly bank reconciliation and budget monitoring and any other Financial Matters:-</b> It was proposed that the Council approve and accept the accounts for June 2026 as circulated on schedule, including agreement with the bank reconciliation and budget monitoring as reported (Proposed: Councillor E. Piper; Seconded: Councillor Mrs. W. Symons) All in favour.</p> <table border="1" data-bbox="204 1155 1355 1346"> <tr> <td>ICO</td> <td>£47.00</td> <td>ICO Renewal</td> </tr> <tr> <td>Zurich Municipal – Renewal</td> <td>£264.00</td> <td>Annual Insurance</td> </tr> <tr> <td>Salaries and Expenses</td> <td>£312.11</td> <td>June 2026</td> </tr> <tr> <td>HMRC – Income Tax</td> <td>£70.60</td> <td>June 2026</td> </tr> <tr> <td><b>Receipt:-</b> HSBC – Gross Interest</td> <td>£26.15</td> <td>May 2026</td> </tr> </table>	ICO	£47.00	ICO Renewal	Zurich Municipal – Renewal	£264.00	Annual Insurance	Salaries and Expenses	£312.11	June 2026	HMRC – Income Tax	£70.60	June 2026	<b>Receipt:-</b> HSBC – Gross Interest	£26.15	May 2026	Clerk
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96/26	<p><b>Voltaise Funding Applications Received:</b> None received this month.</p>																
97/26	<p><b>Conflict of Interest with BDO LLP External Auditors:-</b> Resolved to respond advising there are no conflicts of interest Councillor Mrs. W. Symons; Seconded: Councillor R. Wilson) All in Favour <b>Action:</b> Clerk to send to External Auditors and advertise accordingly.</p>	Clerk															
98/26	<p><b>Approval of Annual Accounts and Bank Reconciliation for the year ending 31<sup>st</sup> March 2026:-</b> Resolved to approve the Annual Accounts and Bank Reconciliation for the year ending 31<sup>st</sup> March 2026 as set out, which were duly signed by the Chairman and Clerk Councillor Mrs. W. Symons; Seconded: Councillor R. Wilson) All in Favour <b>Action:</b> Clerk to send to External Auditors and advertise relevant statement advising that the accounts are unaudited at this time, as per regulations.</p>	Clerk															
99/26	<p><b>Approval of Section 1 of Annual Return – Annual Governance Statement 2025/2026:-</b> Resolved to approve Section 1 of the Annual Return as set out Councillor Mrs. W. Symons; Seconded: Councillor R. Wilson) All in Favour <b>Action:</b> Clerk to send to External Auditors and advertise relevant statement advising that the accounts are unaudited at this time, as per regulations.</p>	Clerk															
100/26	<p><b>Approval of Section 2 of Annual Return – Accounting Statements 2025/2026:-</b> Resolved to approve Section 2 of the Annual Return as set out</p>																

	(Proposed: Councillor Mrs. W. Symons; Seconded: Councillor R. Wilson) All in Favour <b>Action:</b> Clerk to send to External Auditors and advertise relevant statement advising that the accounts are unaudited at this time, as per regulations.	<b>Clerk</b>
101/26	<b>Internal Auditors Report for the year ending 31<sup>st</sup> March 2026:-</b> Resolved to approve the Internal Auditors Report for 2025/2026, noting there were no actions required and to advertise on the website (Proposed: Councillor Mrs. W. Symons; Seconded: Councillor R. Wilson) All in Favour <b>Action:</b> Clerk.	<b>Clerk</b>
102/26	<b>Confirm the period for exercise of Public Rights as required by Accounts and Audit Regulations:-</b> 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 <b>Action:</b> Clerk.	<b>Clerk</b>
103/26	<b>Appointment of Internal Auditor for Accounts ending 31<sup>st</sup> March 2027:-</b> Resolved to appoint our current contractor for our internal audit for year ending 31 <sup>st</sup> March 2027 for the fee of £360.00 per annum (Proposed: Councillor Mrs. W. Symons; Seconded: Councillor R. Wilson) All in Favour <b>Action:</b> Clerk.	<b>Clerk</b>
104/26	<b>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; (k) IT Policy; (l) Power of Competence for Local Councils:-</b> Resolved to adopt policies as circulated (Proposed: Councillor E. Piper; Seconded: Councillor Mrs. W. Symons) All in Favour <b>Action:</b> Clerk to update website.	<b>Clerk</b>
105/26	<b>Defibrillator:-</b> Chairman reported that St. Breock have funds available and would be happy to fund a new defibrillator <b>Action:</b> Chairman to follow up and confirm and Clerk to remove from the agenda.	<b>Chair/ Clerk</b>
106/26	<b>Suggestion for using Church Rooms for meetings to be discussed:-</b> Agreed to include on the next agenda <b>Action:</b> Clerk.	<b>Clerk</b>
107/26	<b>Camel Valley Community Area Partnership (Including Template from Cornwall Council for current projects, issues and/or questions):-</b> Councillor R. Wilson reported the agenda and schedule has been published for the next meeting. They have some speakers. If any Councillors have anything to raise he will take forward. <b>Template from Cornwall Council for current projects, issues and/or questions:-</b> None.	
108/26	<b>Items for the next agenda:-</b> Councillor D. Cotton requested the waste bin is put back as an agenda item <b>Action:</b> Clerk.	<b>Clerk</b>
109/26	<b>Parish Councillor Training Requirements:-</b> None.	
110/26	<b>Correspondence – Clerk listed correspondence and actions required:-</b> 3. NALC – Chief Executive’s Bulletins 4. NALC – Events Newsletter 5. Ben Maguire MP - Round Table - Meeting Ben Maguire and Parish Council Chairs to be held on Friday 29 <sup>th</sup> May at Bodmin Shire Hall from 2.00pm-4.00pm 6. Great Western Railway - Mid-Cornwall Metro - launching Sunday 17 <sup>th</sup> May 2026 7. Cornwall Council - Camel Valley CAP Meeting & AGM to be held on 15 <sup>th</sup> June 2026 at Chy Trevail Offices, Bodmin 8. Cornwall Council - Foster Care Fortnight: Supporting fostering recruitment -	

	<p>Camel Valley CAP</p> <p>9. Rural Services Network - RSN Weekly Newsletters</p> <p>10. National Highways Limited - National Highways: A30 Innis Down to Victoria</p> <p>11. Cormac Solutions - Cormac summer workshop sessions</p> <p>12. CALC – Training update for June to October 2026</p> <p>13. NALC - Legal Bulletin and advise notes</p> <p>14. NALC - Help shape the future of the sector</p> <p>15. Cornwall Council - Public Space Protection Order Consultation - Dog foul, on leads and exclusions 2026</p> <p>16. CALC – Training update – Planning, Finance, Communications Schedule Training Sessions and e-learning modules and Cornwall Council portal</p> <p>17. Cornwall Council - Camel Valley Community Area Partnership AGM &amp; Meeting - Monday 15<sup>th</sup> June 2026</p> <p>18. Cormac Solutions - Cormac summer workshops invite</p> <p>19. Cornwall Council Highways - 20mph Pre-Consultation Stakeholder Meeting Bodmin 1</p>	
111/26	<b>Any Urgent Matters the Chair considers relevant for this meeting:-</b> None.	
112/26	<p><b>Date of next Meeting:-</b> Next meeting to be held on Wednesday, 1<sup>st</sup> July 2026 at 6.30pm in the Withiel Village Hall. There being no further business to discuss, the meeting closed at 7.35pm. Apologies from Councillor E. Piper for the next meeting <b>Action:</b> Clerk.</p>	<b>Clerk</b>

Signature: .....

Chair

Date: 1<sup>st</sup> July 2026