

ST EWE PARISH COUNCIL **DRAFT** MINUTES

Annual Meeting followed by the Ordinary Meeting MONDAY 12 MAY 2025, 7.15 pm, St Ewe Village Hall

PRESENT:

Councillors: Will Richards (Chairman), John Dickinson (Vice-chairman), Peter Cox, Janet Lockyer.

AFTER CO-OPTION: Katie Ashworth, Ellie Lobb, Philip Vellenoweth.

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson, the future Clerk, Mrs Dee Kennedy, Ward Member Cllr Julie Cunningham, and 5 Members of the Public.

ABSENT:

Mick Howell. AFTER CO-OPTION: Peter Shannon.

ABBREVIATIONS:

Councillors' names – abbreviated with their initials. CC – Cornwall Council. CAP – Community Area Partnership. LMP – Local Maintenance Partnership. *** indicates consultee comments for planning applications decided by the PC; formal submission is delegated to the Clerk.

MINUTES:

The meeting began at 7.15 pm in the Committee Room and the Chair welcomed all.

25/0 Election of the Chair.

The council **ELECTED** (proposed JL, 2nd PC) Cllr Will Richards as Chairman of the Parish Council and Cllr Richards signed his Declaration of Acceptance of Office in the book.

25/1 Election of the Vice-chair

The council **ELECTED** (proposed WR, 2nd JL) Cllr John Dickinson as Vice-chairman of the Parish Council and Cllr Dickinson signed his Declaration of Acceptance of Office in the book.

25/2 Apologies

Apologies were received from MH, PS.

25/3 Co-option of up to 5 new members.

Four people have shown an interest in co-option: Philip Vellenoweth, Katie Ashworth and Ellie Lobb attended the meeting. Peter Shannon had given his apologies for not being able to attend and hoped to be co-opted in his absence.

The council **RESOLVED** (proposed WR, 2nd JD) to co-opt all four as members of St Ewe Parish Council. They were welcomed to the table and the three present signed their Declaration of Acceptance of Office in the book.

One vacancy remains on the parish council.

25/4 Declarations of interest or requests for dispensation.

None for the Annual Meeting.

25/5 Appointments

A Dee Kennedy, the new clerk, was introduced during the Annual Parish Meeting. She was warmly welcomed and remained until the end of the Ordinary meeting.

B	Responsible Financial Officer (RFO). It was RESOLVED (proposed JL, 2 nd PC) to appoint the Clerk, Christine Wilson, and the council NOTED that the office of RFO will then fall to the new Clerk in June.
C	Internal Control Check. It was RESOLVED to appoint Cllr Peter Cox.
D	Lead Councillor — Footpaths & Bridleways. It was RESOLVED to appoint Cllr John Dickinson.
E	Lead Councillors — Defibrillator. It was RESOLVED to appoint Cllr Will Richards and Cllr Peter Cox.
F	Lead Councillor — Village Hall committee. This appointment was DEFERRED until a future meeting.
G	Parish Council Representative — St Ewe Climate Action Group (SECAG). It was AGREED that this group was, for the time being, dormant. With a new project or projects it could be re-formed. It was RESOLVED to grant the remaining funds, £34.96 in ringfenced funds, to the Friends of St Ewe Church. Many of the goals of this new organisation overlap with SECAG.
H	Parish Council Representative — Cornwall Association of Local Councils (CALC). It was RESOLVED to appoint Cllr Will Richards.
I	Parish Council Representatives — St Ewe Affordable Housing Ltd (SEAHL). It was RESOLVED to appoint Cllr Janet Lockyer and Katie Ashworth.
J	Parish Council Representatives — South Cornwall CAP (Community Area Partnership). It was RESOLVED to appoint Cllr Janet Lockyer. Cllr Lockyer invited any of the councillors to accompany her to a meeting. 18 Parishes in this CAP are: St Ewe, Mevagissey, Grampound with Creed, St Mewan, Pentewan Valley, St Austell Bay, St Austell, Carlyon, St Blaise, Tywardreath & Par, Fowey, St Sampson, St Veep, Lanlivery, Lostwithiel, St Winnow, Boconnoc, Braddock
K	Parish Council Representative — Advocate Scheme- Cornwall & Devon Police. It was RESOLVED to appoint Cllr Mick Howell.
L	Three Parish Low Carbon Fund Committee. It was RESOLVED to appoint Cllr John Dickinson as Parish Council Representative. The other members of the committee were recently appointed by the council (24/107.D) and it was AGREED that they should remain: Richard Bennett, Chris Lobb and Sue Hawken. A representative from St Michael Caerhays parish has not been found, but the Clerk (also Chair) of that parish is informed of the meetings.
M	Parish Council Employment Panel. It was RESOLVED to appoint Cllr Will Richards, Cllr Peter Cox and Cllr Janet Lockyer.
N	St Ewe Relief in Need Charity, trustees for term 2022-2026. Three ‘Nominative Trustees’ were appointed at the 2022 Annual Parish Council Meeting and are: Cllr Peter Cox, John Collins, and Martin Wheeley. These three ‘Nominative Trustees’ have now co-opted two further trustees, or ‘Co-optative Trustees’: Roger Elliot and Michael Bunney.
O	The councillors responsible for the posting on the notice boards are Cllr Peter Cox for the St Ewe notice board and Cllr Peter Shannon for the one at Kestle.

25/6 Finance

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| A | Bank signatories are Cllr Will Richards, Cllr John Dickinson, Cllr Janet Lockyer and the Clerk. The Clerk will help the new Clerk add herself to the bank mandate as signatory. |
| B | <p>Standing Orders and Direct Debits.</p> <p>The only standing order was for the Clerk: £250 on the 1st of each month as a preliminary payment of salary so as not to wait two months for the full salary. This will not be renewed.</p> <p>All standing orders should be reviewed at the Annual Parish Council meeting. The new Clerk may request such a standing order after she starts work with the PC.</p> <p>There are no direct debits for either account.</p> <p>A list of the council's payees is recorded at the beginning of each fiscal year.</p> |

25/7 Parish Council Meeting Dates

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| A | The council RESOLVED that the 2025/26 Ordinary meetings will continue as before at 7.00 pm on the 2nd Monday of the odd months: 14 Jul, 8 Sep, 10 Nov, 12 Jan, 9 Mar, 11 May. |
| B | The next Annual Meeting of the Parish Council: Monday, 11 May 2026. |

IN CONTINUATION**MINUTES OF THE ORDINARY PARISH COUNCIL MEETING:****25/8 Declarations of interest or requests for dispensation**

None.

25/9 Public Session

A member of the public spoke about the proposed car park for Heligan Gardens, PA25/02624. The Clerk confirmed that within its consultee comments the council requested a site visit from Highways to assess traffic during the busy tourist season. Cllr Cunningham will follow this up at County Hall. ACTION: Cllr Cunningham
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A member of the public left the meeting.

25/10 Meetings and governance

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| A | The council RESOLVED (proposed WR, 2nd JL) that the minutes, as read, of the extraordinary meeting on 30 April 2025 were a true and correct record and they were duly signed. |
| B | It was RESOLVED (proposed JD, 2 nd PV) to accept the Employment Committee's recommendation of Dee Kennedy as Clerk for the parish council. |
| C | It was RESOLVED (proposed JD, 2 nd PV) to employ the new Clerk starting on the 1 st of June 2025 with the contract recommended by the Employment Committee. |
| D | It was RESOLVED (proposed PV, 2 nd PC) that the old and new Clerks should have an overlap of two weeks. The old Clerk's contract will end on Monday, 16 th June 2025. |

25/11 Finance

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| A | The council RECEIVED the Clerk's reports: Bank Reconciliation, Budget Comparison and |
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Cash Flow to the end of April 2025 and there were no queries.

A member of the public left the meeting.

B	The council discussed at length the need for St Ewe Affordable Housing Ltd (SE AHL), which is the parish's local Community Land Trust, to take advantage of the current opportunity to purchase Glebe land beside Glebe Terrace as amenity land for the community in order to protect it from other development. After detailed scrutiny of the council's reserve funds and its future obligations, the council RESOLVED (proposed PC, 2nd JL) to grant SE AHL £11,000 towards the purchase of the amenity land, using the now redundant Election and Noticeboard reserves and the CIL and Aura Wind Turbine funds.																														
C	The council RESOLVED (proposed JD, 2nd KA) its annual grant to St Ewe Parochial Church Council for the maintenance of All Saints churchyard at £700.																														
D	The council RESOLVED (proposed JD, 2nd KA) its annual grant to St Peter's Parochial Church Council for the publication of Tower & Spire at £300.																														
E	The council RESOLVED (proposed JD, 2nd KA) its annual grant for the maintenance of the Village Hall at £700.																														
F	The council RESOLVED (proposed PC, 2nd KL) to approve the yearly subscription to the Cornwall Assoc of Local Councils (CALC) at £295.61 + VAT.																														
G	The council RESOLVED (proposed WR, 2nd PC) to approve the invoice for the 2024-25 internal auditor's report at £110.																														
H	The council's 3-year long term agreement with Zurich Municipal Insurance has come to an end; however, Zurich Municipal now offers a special rate for parish councils that do not own buildings. The council RESOLVED (proposed WR, 2nd KA) to approve Zurich Municipal insurance at the special rate. The Clerk will confirm the exact amount with the Chair which should be £250-£300, and which will save over £150.																														
I	The council RESOLVED to approve the payment schedules of April and May 2025 totalling £15,356.19 (proposed JL, 2nd PC). <table> <tr> <th>Description</th><th>Amount with VAT</th></tr> <tr> <td>Clerk's salary and expenses (until 16 June)</td><td>£1002.99</td></tr> <tr> <td>HMRC payment</td><td>328.98</td></tr> <tr> <td>REACH - advert for new Clerk online & newspaper</td><td>432.00</td></tr> <tr> <td>Insurance</td><td>264.00</td></tr> <tr> <td>CALC subscription</td><td>346.86</td></tr> <tr> <td>Email hosting 2x</td><td>38.00</td></tr> <tr> <td>Grant, maintenance of Churchyard, All Saints</td><td>700.00</td></tr> <tr> <td>Grant, publication of Tower & Spire</td><td>300.00</td></tr> <tr> <td>Grant, Village Hall maintenance</td><td>700.00</td></tr> <tr> <td>Internal Audit</td><td>110.00</td></tr> <tr> <td>Room hire Nov24-Mar25</td><td>86.40</td></tr> <tr> <td>Grant to Friends of St Ewe from SECAG</td><td>34.96</td></tr> <tr> <td>Grant for amenity land beside Village Hall</td><td>11,000.00</td></tr> <tr> <td>Bank service charge Apr & May 2025</td><td>12.00</td></tr> </table>	Description	Amount with VAT	Clerk's salary and expenses (until 16 June)	£1002.99	HMRC payment	328.98	REACH - advert for new Clerk online & newspaper	432.00	Insurance	264.00	CALC subscription	346.86	Email hosting 2x	38.00	Grant, maintenance of Churchyard, All Saints	700.00	Grant, publication of Tower & Spire	300.00	Grant, Village Hall maintenance	700.00	Internal Audit	110.00	Room hire Nov24-Mar25	86.40	Grant to Friends of St Ewe from SECAG	34.96	Grant for amenity land beside Village Hall	11,000.00	Bank service charge Apr & May 2025	12.00
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25/12 Reports

A Report on Actions. The Clerk reported all actions completed.

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| B | Three Parish Low Carbon Fund. The committee met on 15 th April to make governance decisions. There were no grant applications submitted. |
| C | Police notices. Nothing to report. |

25/13 Considerations

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| A | There were no actions to consider after the Annual Parish Meeting earlier. |
| B | The St Ewe Climate Action Group (SECAG) committee is now dormant (see 25/5.G). |

25/14 Planning, Enforcement & Compliance.

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| A | Of note & correspondence. Planning decisions are reported in Clerk's Notes. | | | | |
| B | Enforcement & compliance. <table border="1"> <tr> <td>i.</td> <td>The deadline for EN23/01207 Tremen Barn is at the end of this month. Thus far, there are no signs of the property being returned to its previous state. The council NOTED various emails from residents that have not observed any change. Many animals, e.g., pigs and chickens, are still on site.</td> </tr> <tr> <td>ii.</td> <td>The council NOTED an update from a resident of Luney Barton about Meadow Lakes. Cllr Cunningham advised that she must declare an interest in any planning for Meadow Lakes. The council requested that she find another Cornwall Councillor that could represent the parish in its dealings with planning from Meadow Lakes.
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ACTION: Cllr Julie Cunningham | | | | |
| C | Applications for consultee comments. None. | | | | |

25/15 Highways & Flooding

Nothing to report. It was noted that Cormac has been filling in many potholes recently.

25/16 Assets – reports and maintenance

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| A | Footpaths and verges. The Clerk will advise Giles that he should speak with WR about the cutting of the verges. |
| B | Telephone Kiosks. Nothing to report. |
| C | Website. Nothing to report. |

25/17 Parish Matters – reports

None.

25/18 Correspondence & Invitations (complete list in Clerk's Notes)

Nothing outside these minutes and Clerk's Notes.
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25/19 Business for the next meeting

Appointment of the council representative to the Village Hall committee; Tremen Barn enforcement EN23/01207.
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25/20 Second Public Session for feedback from the public

None.

25/21 Dates of next meetings.

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| A | Ordinary Meeting 14 July 2025, 7.00 pm at St Ewe Village Hall. |
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| B An extraordinary meeting may be called by the Chair to decide on Planning or other business if needed. An agenda would be posted 3 clear days before. |
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The meeting closed at 9.15 pm and the Chairman thanked everyone for attending.

Mrs C Wilson ~ Parish Clerk ~ 30 May 2025

SIGNED:

THESE ARE DRAFT MINUTES.

Chair of meeting: _____ Date: _____