



Michaelstow Parish Council  
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5 February 2026

To all Members of Michaelstow Parish Council

You are hereby summoned to attend the Full Council Meeting of Michaelstow Parish Council to be held in the conference room at Tregawn Farm, Michaelstow at 7.30pm on Thursday, 12 February 2026 for the purpose of transacting the business stated in the agenda below.

Yours faithfully

Julie Fairman  
Parish Clerk & Responsible Finance Officer  
Michaelstow Parish Council

Members of the press & public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.

If members of the public join the meeting after the Public Participation item on the agenda, they may not be permitted to speak.

Under the Local Government Act (LGA) 1972 Sch 12 10 (2)(b), the Council is unable to make any decisions on matters not listed within the agenda.

Under the Local Government Act (LGA) 1972 s101, supported by Regina V Secretary of State for the Environment ex parte London Borough of Hillingdon 1986 case law, no one councillor can make a decision on behalf of the Council.

Agendas & Minutes of Michaelstow Parish Council Meetings are available to view via [www.parish-council.com/michaelstow/](http://www.parish-council.com/michaelstow/)

## Agenda

1. **Welcome**
2. **Apologies for Absence**  
To receive apologies for absence and note apologies not received.
3. **Declaration of Interest**
  - a) **Pecuniary Interests:** To review and receive Declarations of Pecuniary Interests as declared on the Register of Interests.
  - b) **Non-registerable Interests:** To receive Declarations of Non-registerable Interests.
  - c) **Dispensations:** The Clerk will consider and report on any requests for dispensation in line with the Council's Code of Conduct.
  - d) **Gifts & Hospitality:** To declare any gifts or hospitality in line with the Council's Code of Conduct.

- 4. Public Participation**  
To hear from members of the public who wish to make representations, answer questions and give evidence in respect of the business on the agenda. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. (Meeting then closes to the public).
- 5. Full Council Minutes**  
To receive and resolve to adopt the minutes of the Full Council Meeting held on Thursday, 15 January 2025 to allow the presiding Chairman to duly sign.
- 6. Report from Ward Cllr. Dave Garrigan**  
To receive and note the report from Cornwall Councillor David Garrigan and ask questions on the content.
- 7. Parish Councillors' Reports**  
To include an update on any meetings attended by Members as representatives of the Parish Council and to note future dates for the diary. For information only.
- 8. Clerk's Report**  
To receive a verbal report from the Clerk on any matters arising from previous minutes. For information only.
- 9. Financial Matters**  
To approve expenditure payments.  
To note income.  
To approve any transfers of funds.  
To note account balances.  
To discuss current banking arrangements.  
To discuss current insurance arrangements.
- 10. Planning Matters & Planning Applications**  
To consider and discuss all planning applications, matters of correspondence and approvals/refusals received from the Local Planning Authority.
- 11. LMP & Parish Maintenance**  
To receive information, discuss and resolve a course of action as appropriate.
- 12. Michaelstow Matters**  
To receive information, discuss and resolve a course of action as appropriate.
- 13. Michaelstow Church Plans**  
To receive information, discuss and resolve a course of action as appropriate.
- 14. Biodiversity**  
To receive information, discuss and resolve a course of action as appropriate.
- 15. Confidential Matters**  
To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting, and that recording cease, during the consideration of the following item(s) of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.  
*Staffing Matters*
- 16. Co-option of Councillors**  
To resolve to approve the advertisement of the upcoming co-opted vacancy.
- 17. Parish Website & Emails**  
To receive an update on the new email platform and website project.
- 18. Correspondence**  
To review all correspondence, including invitations, received via post or email up to the time of the meeting.
- 19. Training & Meeting Attendance**  
To receive information, discuss and resolve a course of action as appropriate.
- 20. To agree Matters for Next Meeting**  
To discuss and propose agenda items for the next Full Council Meeting.

**21. Diary Dates**

To advise of the date of the next Full Council Meeting and any other appropriate meetings for Members' attendance.

**22. Close of Meeting**