



MINUTES OF THE MEETING OF MICHAELSTOW PARISH COUNCIL

HELD IN THE CONFERENCE ROOM AT TREGAWN FARM

at 7.30PM on THURSDAY 13 November 2025

Present at meeting: Cllr. Jem Marshall [Chair], Cllr. Anthony O'B ffrench Blake,
Cllr. Richard Whitby, Cllr. Robin East, Cllr. Peter Jago

In attendance: Julie Fairman, Parish Clerk and Cllr David Garrigan, Cornwall Council Ward Councillor

Agenda Item	Discussion / Decision	Actions
1. Welcome	Cllr Jem Marshall welcomed everyone to the meeting.	
2. Apologies for Absence	None received.	
3. Declaration of Interest	No declarations of interest given. Clerk advised that all Councillors need to complete a Register of Interest form to be lodged with Cornwall Council and displayed on the Michaelstow PC website. Forms to be circulated at the December Full Council Meeting.	ALL
4. Public Participation	One member of the public in attendance.	
5. Full Council Minutes	It was resolved that the minutes of the Full Council Meeting held on 11 September 2025 be ADOPTED and SIGNED as a true and accurate record. Cllr Jem Marshall then SIGNED the minutes. [minutes page] .	
6. Ward Councillor Report	Cllr David Garrigan took Councillors through a detailed presentation on the new Local Plan and Neighbourhood Priorities Statement initiative being rolled out by Cornwall Council to support it. Council discussed the requirement and raised concern over the cost, time and resource needed to achieve this. Cllr Richard Whitby PROPOSED that the Clerk register interest at this stage so the Council can discuss the situation further. This was SECONDED by Cllr Jem Marshall and UNANIMOUSLY SUPPORTED . Cllr David Garrigan also suggested the Council attends the upcoming Consultation Event to be held at The Old Bank in Camelford on Wednesday, 14 January between 4 – 7pm.	
7. Parish Councillors' Reports	Cllr Richard Whitby has prepared a letter to be sent on behalf of the Council to Suez Recycling Cornwall following the removal of the option to dispose of soil and rubble waste at the Bodmin HWRC and Tintagel HWRC. Clerk to post out.	CLERK
8. Clerk's Report	The Clerk has been struggling with access to the bank account and latterly the Council's emails and has therefore been busy sourcing solutions ready for Council to discuss and approve.	
9. Financial Matters	Council agreed for the October 2025 Payment Schedule of 3 payments and the November 2025 Payment Schedule of 4 payments to be approved and cheques made out by the Clerk and Cllr Richard Whitby following the meeting due to the ongoing issues with Barclays. October 2025 RBL Poppy Shop £29 Remembrance Wreath Cornwall Council £288.68 Uncontested election costs Maintenance contractor £220.00 Grass cutting July/Aug/Sept	RW/ CLERK



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	<p>November 2025:</p> <table border="0"> <tr> <td>Parish Clerk</td> <td>£989.72</td> <td>Sept/Oct wages/expenses</td> </tr> <tr> <td>Parish Clerk</td> <td>£10.28</td> <td>Supply of stamps</td> </tr> <tr> <td>HMRC</td> <td>£78.86</td> <td>PAYE</td> </tr> <tr> <td>Payroll clerk</td> <td>£26.00</td> <td>Monthly charge</td> </tr> </table> <p>No income received.</p> <p>No transfer of funds.</p> <p>Account balance noted.</p> <p>The Clerk reiterated her frustration with Barclays and as soon as there is full access to the account, Cllr Jem Marshall PROPOSED that the account is moved to Unity Trust. This was SECONDED by Cllr Richard Whitby and UNANIMOUSLY APPROVED.</p> <p>The Clerk tabled a draft Budget for 2026-2027 and Council discussed the areas still yet to be confirmed. Cllr Jem Marshall PROPOSED that the Budget be revisited at the December Full Council meeting so that the Precept demand can be made before deadline. This was SECONDED by Cllr Richard Whitby and UNANIMOUSLY APPROVED.</p>	Parish Clerk	£989.72	Sept/Oct wages/expenses	Parish Clerk	£10.28	Supply of stamps	HMRC	£78.86	PAYE	Payroll clerk	£26.00	Monthly charge	<p>CLERK</p> <p>ALL</p>
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<p>10. Planning Matters</p>	<p><i>PA25/08097 – Bearoak Manor - Listed Building Consent for the installation of 10 PV panels onto sloping roof of 20th Century Pole Barn</i></p> <p>Council has no objections. Clerk to upload to Cornwall Council's Planning Portal.</p> <p><i>Updates on Woodland Farm Proposal</i></p> <p>No further updates received.</p>	<p>CLERK</p>												
<p>11. LMP & Parish Maintenance</p>	<p>Council tasked the Clerk with liaising with its maintenance contractor and Cornwall Council to ensure it has the correct contract of works in place.</p>	<p>CLERK</p>												
<p>12. Michaelstow Matters</p>	<p>The Council has received a notification from a parishioner regarding the bus shelter and Cllr Jem Marshall tasked the Clerk with finding out if the PC has this insured. Cllr Richard Whitby to also liaise with the Michaelstow Matters Group to understand more about their plans.</p>	<p>RW/ CLERK</p>												
<p>13. Michaelstow Church Plans</p>	<p>Council discussed the area adjacent to the village green and Cllr Richard Whitby to investigate ownership with the Land Registry.</p>	<p>RW</p>												



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14. Biodiversity	The Clerk shared with Council details of the Biodiversity Duty which now needs to be incorporated into all Council work.	
15. Confidential Matters	<p>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.</p> <p>Cllr Jem Marshall PROPOSED the meeting be closed to the public and representatives of the press and broadcast media.</p> <p>Staffing Matters Cllr Richard Whitby to sign the new Parish Clerk contract. Cllr Jem Marshall to meet with the former Clerk.</p> <p>Cllr Jem Marshall PROPOSED the meeting be re-opened to the public and representatives of the press and broadcast media.</p>	RW JM
16. Parish Website & Emails	The Clerk tabled a discussion document outlining the Council's Assertion 10 responsibilities with regard to its website and email accounts. Three supplier quotes were shared and Cllr Jem Marshall PROPOSED that the Clerk instructs Hugo Fox to build a new secure website and provide a compliant email platform. Funding for this will also be added to the current year's finances as well as the new Budget for 2026 – 2027. This was SECONDED by Cllr Richard Whitby and UNANIMOUSLY APPROVED .	CLERK
17. Correspondence	The Council had received a notification from its maintenance contractor concerned that its payment cheque had not been honoured by the bank. Cllr Jem Marshall tasked Cllr Richard Whitby and the Clerk to sort this out and find a solution to enable repayment to be made asap.	RW/ CLERK
18. Training & Meeting Attendance	The Clerk reminded all Councillors that they have to undertake their Code of Conduct training before the end of November and would resend the link to the training programme for ease.	ALL
19. To agree Matters for Next Meeting	Banking Update Budget Precept Michaelstow Matters Church Plans	
20. Diary Dates	The next meeting will be on 11 December at 7.30pm.	
21. Close	The Chair closed the meeting at 9.10pm.	