



## MINUTES OF THE MEETING OF MICHAELSTOW PARISH COUNCIL

HELD IN THE CONFERENCE ROOM AT TREGAWN FARM

at 7.30PM on THURSDAY, 15 JANUARY 2026

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

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

| <i>Agenda Item</i>                    | <i>Discussion / Decision</i>  | <i>Actions</i> |
|---------------------------------------|---|----------------|
| <b>1. Welcome</b>                     | Cllr Jem Marshall welcomed everyone to the meeting.   |                |
| <b>2. Apologies for Absence</b>       | Cllr Richard Whitby   |                |
| <b>3. Declaration of Interest</b>     | No declarations of interest given.<br>Clerk handed out the required Register of Interest forms for all Councillors to complete and return to the next Full Council meeting.   | <b>ALL</b>     |
| <b>4. Public Participation</b>        | One member of the public in attendance who raised concern over the proposed extension to the Camel Trail and its likely impact on the local road infrastructure.  |                |
| <b>5. Full Council Minutes</b>        | It was resolved that the minutes of the Full Council Meeting held on 13 November 2025 be <b>ADOPTED</b> and <b>SIGNED</b> as a true and accurate record. Cllr Jem Marshall then <b>SIGNED</b> the minutes.<br><a href="#">[minutes page]</a>  |                |
| <b>6. Ward Councillor Report</b>      | Cllr David Garrigan updated Council on the ongoing impact of Storm Goretti. The Clerk reiterated the Council's concern over the flooding in the Parish and Cllr Jem Marshall <b>PROPOSED</b> that the Clerk write to Cllr David Garrigan to ensure works can be put into place urgently.<br>Cllr David Garrigan also raised his concerns over Cornwall Council's proposal to charge at the car parks along the Camel Trail which is being strongly objected to by locals, councillors and businesses. With regards to the extension of the Trail itself, he outlined the consultation timeline and the advice for PCs to consider ways a possible extension could benefit communities instead of impact them. | <b>CLERK</b>   |
| <b>7. Parish Councillors' Reports</b> | None provided.  |                |
| <b>8. Clerk's Report</b>              | The Clerk updated the Council that although she now has access to the bank account, she is in the process of opening a new online Unity Trust account which provides more flexibility and access. The PC has also now engaged Hugo Fox to support its Assertion 10 digital compliance work with a new <a href="http://www.michaelstow-pc.gov.uk">www.michaelstow-pc.gov.uk</a> website in construction with linked councillor email addresses. Within the Parish, the Clerk had been liaising with CORMAC and more recently, Cllr David Garrigan, regarding the ongoing flooding problems on two locations on the road from Michaelstow Manor to St Teath.  |                |
| <b>9. Financial Matters</b>           | <b>To approve expenditure payments.</b><br>Council agreed for the December 2025 Payment Schedule of 3   |                |





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|  | whether this was indeed inkeeping for the location as well as any likely impact on neighbours . Clerk to upload to Cornwall Council's Planning Portal.   | <b>CLERK</b>                         |
| <b>11. LMP &amp; Parish Maintenance</b>      | Council tasked the Clerk with liaising with its maintenance contractor and Cornwall Council to ensure it has the correct contract of works in place.   | <b>CLERK</b>                         |
| <b>12. Michaelstow Matters</b>               | Cllr Jem Marshall tasked the Clerk with investigating further to see what assets the PC has insured. Cllr Richard Whitby to also liaise with the Michaelstow Matters Group to understand more about their plans for the bus shelter.   | <b>RW/<br/>CLERK</b>                 |
| <b>13. Michaelstow Church Plans</b>          | Council discussed the area adjacent to the village green and Cllr Richard Whitby to investigate ownership with the Land Registry, especially Council in light of the recent road damage.   | <b>RW</b>                            |
| <b>14. Biodiversity</b>                      | None discussed.  |                                      |
| <b>15. Confidential Matters</b>              | <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 <b>PROPOSED</b> the meeting be closed to the public and representatives of the press and broadcast media.</p> <p><b>Staffing Matters</b></p> <p>In light of Cllr Richard Whitby's absence, the Clerk's contract to be signed at the next Full Council meeting.</p> <p>Cllr Jem Marshall and Cllr Richard Whitby to update on situation with former Clerk at the next Full Council meeting.</p> <p>Cllr Jem Marshall <b>PROPOSED</b> the meeting be re-opened to the public and representatives of the press and broadcast media.</p> | <p><b>RW</b></p> <p><b>RW/JM</b></p> |
| <b>16. Parish Website &amp; Emails</b>       | As already outlined in the Clerk's Report.<br>Clerk advised that full training for the new website and emails to be organised.   | <b>CLERK</b>                         |
| <b>17. Correspondence</b>                    | All covered within the agenda already.   |                                      |
| <b>18. Training &amp; Meeting Attendance</b> | No actions required.   |                                      |
| <b>19. To agree Matters for Next Meeting</b> | Banking Update<br>New Website and Emails<br>Michaelstow Matters  |                                      |



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|------------------------|---|--|
|                        | Church Plans<br>Parish Maintenance<br>Co-option of a new Councillor                         |  |
| <b>20. Diary Dates</b> | 19 Jan 2026      6pm      CAP meeting<br>12 Feb            7.30pm      Full Council Meeting |  |
| <b>21. Close</b>       | The Chair closed the meeting at 8.35pm.   |  |