



Michaelstow Parish Council
South Penquite
Blisland
Cornwall PL30 4LH
Email: michaelstowparish@gmail.com
Website: www.parish-council.com/michaelstow/
Tel: 07774 207870

15 May 2026

To all Members of Michaelstow Parish Council

You are hereby summoned to attend the Annual Council Meeting of Michaelstow Parish Council to be held in the conference room at Tregawn Farm, Michaelstow at 7.30pm on Thursday, 15 May 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/

AGENDA

- 1. Election of Chairman for the year 2026/27**
To elect a Chairman for the municipal year 2026/27.
- 2. Chairman Declaration of Acceptance of Office**
To receive the signed Declaration of Acceptance of Office of the newly elected Chairman.
- 3. Election of Vice Chairman for the year 2026/27**
To elect a Vice Chairman for the municipal year 2026/27.
- 4. Vice Chairman Declaration of Acceptance of Office**
To receive the signed Declaration of Acceptance of Office of the newly elected Vice Chairman.
- 5. Co-opted Member Declaration of Acceptance**
To receive the signed Declaration of Acceptance of Office of the newly co-opted member.

6. Apologies for Absence

To receive apologies for absence and note apologies not received.

7. Declarations 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.

8. 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).

9. Full Council Meeting Minutes

To receive and resolve to adopt the minutes of the ordinary meeting held on Monday, 9 April 2026 to allow the presiding Chairman to duly sign.

10. Clerk's Report

To receive a verbal report from the Clerk on any matters arising from previous minutes, meetings attended by officers and future dates for the diary. For information only.

11. Parish Councillor's 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.

12. Cornwall Councillor Report

To receive and note the report from Cornwall Councillor David Garrigan and ask questions on the content.

13. Internal Audit Certificate of Exemption

To receive the signed Certificate of Exemption.

14. Standing Orders

To resolve to approve the use of the current Standing Orders.

15. Financial Regulations

To resolve to approve the use of the Financial Regulations – Accounts & Audit Regulations 2025.

16. Review of Arrangements

To resolve to approve the continuation of the current arrangements (including legal arrangements) with other local authorities, not for profit bodies and businesses.

17. Appointments to External Bodies

To resolve to appoint members as representatives to sit on various external bodies and approve the current arrangements for reporting back.

18. Code of Conduct

To resolve to re-adopt the Code of Conduct for the forthcoming year.

19. Asset Register Review

To receive a verbal report from the Parish Clerk on the Asset Register Review and resolve any action required.

20. Arrangements for Insurance

To resolve to note the Council has in place adequate arrangements for insurance cover in respect of all insurable risks.

21. Insurance Declaration

To discuss current insurance provision and agree a way forward.

To resolve to confirm that there are no personal or corporate situations that could compromise the council's financial security, with any applicable Member approaching the Clerk separately if any of the undermentioned provisions apply to them:

- Been the subject of a County Court Judgment, an Individual Voluntary Arrangement, a Company Voluntary Arrangement, or a Sheriff Court Decree.
- Been convicted of or charged with (but not yet tried for) or been given an official police caution in respect of any criminal offence (other than a motoring offence) which is not spent under the Rehabilitation of Offenders Act.
- Been declared bankrupt or insolvent or have been or are currently the subject of any bankruptcy or insolvency proceedings.
- Been involved as owner partner or director of any business which has gone or is currently going into receivership, liquidation, or administration.
- Been disqualified from being a company
- Been subject to an investigation by HM Revenue and Customs, which has resulted in a prosecution.

22. Subscriptions

To resolve to approve renewal of current annual subscriptions held by the Council.

23. Financial Arrangements

To resolve to appoint Sam Roy as the Internal Auditor for 2025/2026.

24. Conflict of Interest

To discuss and resolve whether there is a conflict of interest with the external auditors – BDO LLP.

25. Finance Matters

To approve expenditure payments.

To resolve to appoint a Councillor to oversee the authorisation of the electronic payments.

To note income.

To approve any transfers of funds.

To note account balances.

26. Octopus Energy

To receive an update on the new wind turbine development and community funding proposal.

27. Biodiversity

To discuss the recent Cornwall Council Glyphosate Weed Treatment proposal.

28. Planning Matters and Planning Applications

To consider and discuss all planning applications, matters of correspondence and approvals/refusals received from the Local Planning Authority.

To receive an update on the new Neighbourhood Priorities Statement opportunity.

29. LMP & Parish Maintenance

To discuss the current Parish's maintenance contract.

To discuss the LMP opportunity.

To receive an update regarding the works to prevent further flooding at Bearoak.

30. Michaelstow Matters

To receive information, discuss and resolve a course of action as appropriate.

31. Michaelstow Church Plans

To receive an update from the site visit and to discuss and resolve a course of action as appropriate.

32. Assertion 10

To receive an update on the actions being undertaken to comply with the new Assertion 10 requirements.

33. Correspondence

To review all correspondence, including invitations, received via post or email up to the time of the meeting.

34. Training & Meeting Attendance

To receive information, discuss and resolve a course of action as appropriate.

35. To agree Matters for Next Meeting

To discuss and propose agenda items for the next Full Council Meeting.

36. Diary Dates

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

37. Close of Meeting