



MINUTES OF THE MEETING OF MICHAELSTOW PARISH COUNCIL

HELD IN THE CONFERENCE ROOM AT TREGAWN FARM

at 7.30PM on THURSDAY, 12 MARCH 2026

Present at meeting: Cllr. Jem Marshall [Chair], Cllr. Robin East, Cllr. Peter Jago
and Cllr. Richard Whitby

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>
1.Welcome	Cllr Jem Marshall welcomed everyone to the meeting.	
2.Apologies for Absence	None required.	
3. Declaration of Interest	Cllr Jem Marshall – Michaelstow Matters	
4. Public Participation	<p>Four members of the public in attendance.</p> <p>Barry Cornelius from the Camel Valley Connect attended to update the Council on the proposed community bus network which is being supported by the new CAP Network, key transport charities and organisations plus Cornwall Councillors, explaining how the Council can contribute towards the costs of funding a representative to help build the transport initiative for a further year as well as building awareness of the service. The goal being to overcome people being lonely, feeling isolated, keeping people out of hospital, etc. Cllr Jem Marshall PROPOSED that the Council pay the suggested apportioned contribution towards the initiative from its Projects budget line and help increase awareness of its service. This was SECONDED by Cllr Richard Whitby and UNANIMOUSLY SUPPORTED.</p> <p>A representative from Chevallier Developments wanted to update the Council on the Woodlands Farm development, the recent refusal to the current application by Cornwall Council and the plans to resubmit.</p> <p>A further member of the public reiterated ongoing concern over the ongoing flooding across the road outside Michaelstow Manor. The Council remains very concerned that no work has been done to rectify this as yet.</p>	CLERK
5. Full Council Minutes	It was resolved that the minutes of the Full Council Meeting held on 12 February 2026 be ADOPTED and SIGNED as a true and accurate record. Cllr Jem Marshall then SIGNED the minutes.	
6. Ward Councillor Report	<p>Cllr David Garrigan updated Council on a range of topics including:</p> <ul style="list-style-type: none"> • Cornwall Council’s confirmed budget and its proposition for a 4.99% precept figure. • Cornwall Council to abandon its plan to introduce charges for off road parking following the many local people who objected to the proposal which would have included charges at key local leisure sites • A revised catchment area announced by Natural England which reduces the number of Parishes affected by its 	



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	<p>advice for development proposals with the potential to affect water quality resulting in adverse nutrient impacts on habitat sites.</p> <ul style="list-style-type: none"> • The introduction of a new septic tank scheme • A 48hour turnaround to repair the 5,300 potholes on the system currently with a temporary repair for now which will then be revisited with more permanent repairs once the weather is better. 																			
7. Parish Councillors' Reports	<p>Cllr Peter Jago reported that the dangerous trees overhanging on the B3266 junction down to St Breward has been dealt with.</p> <p>Former Cllr Anthony O'B french Blake asked for a status report on the Community Benefit Fund set up during the planning process of the wind turbine installation at Woodlands Farm. Cllr Jem Marshall PROPOSED that a letter be sent to Mr Darren Pluess asking for an update, SECONDED by Cllr Richard Whitby and UNANIMOUSLY SUPPORTED.</p>	CLERK																		
8. Clerk's Report	<p>The Clerk updated the Council that she had been busy revising the new website, training Councillors on the new email platform and dealing with a number of parish issues including the ongoing flooding problem on the road outside Michaelstow Manor. She had also met with the Parish's Maintenance Contractor and represented the Council at the Michaelstow Matters monthly meeting.</p>																			
9. Financial Matters	<p>To approve expenditure payments. Council agreed for the March 2026 Payment Schedule of 8 payments to be approved for payment. PROPOSED by Cllr Jem Marshall, SECONDED by Cllr Richard Whitby and UNANIMOUSLY SUPPORTED.</p> <table border="0"> <tr> <td>Unity Trust</td> <td>£ 1.94</td> <td>Monthly bank charges</td> </tr> <tr> <td>Hugo Fox</td> <td>£382.66</td> <td>Website build and annual contract</td> </tr> <tr> <td>Hugo Fox</td> <td>£ 14.98</td> <td>Monthly email support charges</td> </tr> <tr> <td>Parish Clerk</td> <td>£446.18</td> <td>Wages</td> </tr> <tr> <td>HMRC</td> <td>£312.58</td> <td>PAYE</td> </tr> <tr> <td>Payroll Clerk</td> <td>£26.00</td> <td>Monthly charge</td> </tr> </table> <p>To note income. No income received.</p> <p>To approve any transfers of funds. No transfer of funds.</p> <p>To note account balances.</p>	Unity Trust	£ 1.94	Monthly bank charges	Hugo Fox	£382.66	Website build and annual contract	Hugo Fox	£ 14.98	Monthly email support charges	Parish Clerk	£446.18	Wages	HMRC	£312.58	PAYE	Payroll Clerk	£26.00	Monthly charge	CLERK
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	Account balance noted. To receive an update on the new banking arrangements. The new Unity Trust bank account is now open and the transfer from Barclays complete. Cornwall Council is also now aware of the new bank account so the precept payments are sent correctly and Unity Trust updated on the new email address for the Council.	
10. Planning Matters	Council noted the non-material amendment to decision notice PA23/0023 – Land South East of Holmscroft, Tregreenwell Hill.	
11. LMP & Parish Maintenance	Following discussions with the son of a late PC Chairman and his approval for the Council to dismantle the bus shelter whilst retaining the slates, Cllr Peter Jago PROPOSED that the bus shelter be removed once drier weather arrives. This was SECONDED by Cllr Jem Marshall and UNANIMOUSLY SUPPORTED . The Clerk updated the Council on her meeting with the Parish's Maintenance Contractor and it was agreed that this be added to the agenda for the next Full Council meeting.	PJ CLERK
12. Michaelstow Matters	Nothing new to report but to remain on the agenda for the next Full Council meeting.	
13. Michaelstow Church Plans	The Clerk alongside Mr Andrew Button have investigated the ownership of the land adjacent to the church and it was agreed that a site visit take place so further discussion can happen at the next Full Council Meeting.	ALL
14. Biodiversity	Issue to be considered as part of the bus shelter removal and church area discussions.	ALL
15. Co-option of Councillors	The Clerk updated the Council that no election is required to fill the current councillor vacancy and co-option of the one applicant wishing to join the Council will take place at the next Full Council meeting.	CLERK
16. Parish Website & Emails	The Clerk updated the Council that all councillors are now online with the new email platform and the new website will go live in the next few days. She advised that updates to the website can be undertaken at any time so welcomed any comments or adjustments needed.	
17. Assertion 10 Update	To receive an update on the actions being undertaken to comply with the new Assertion 10 requirements. Alongside the introduction of a new website and email platform, the Clerk has undertaken both Accessible Documents and Data Protection training to enable the Council to be compliant with the Assertion 10 requirements for the annual audit and will now ensure all documentation is up to legislation standard where possible.	



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	<p>To approve the new IT policy. A new IT Policy has been created for the Council and the Clerk talked the councillors through the key points. Cllr Jem Marshall PROPOSED this be adopted. This was SECONDED by Cllr Richard Whitby and UNANIMOUSLY SUPPORTED.</p>	<p>CLERK</p>
		<p>CLERK</p>
18. Correspondence	The Clerk had previously forwarded all correspondence received this month to councillors. No actions required.	
19. Training & Meeting Attendance	Cllr Jem Marshall to attend the CAP Network meeting on Monday, 16 March.	
20. To agree Matters for Next Meeting	LMP & Parish Maintenance Michaelstow Matters Church Plans Parish Maintenance Co-option of a new Councillor Annual Parish Meeting Planning	
21. Diary Dates	1 April Deadline for receiving items for the next agenda 9 April 7.30pm Full Council Meeting 21 May 7.30pm Annual Parish Meeting & Annual Council Meeting	
22. Close	The Chair closed the meeting at 9pm.	