



**MINUTES OF THE MEETING OF MICHAELSTOW PARISH COUNCIL**

**HELD IN THE CONFERENCE ROOM AT TREGAWN FARM**

**at 7.30PM on THURSDAY, 12 FEBRUARY 2026**

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

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 Anthony O'B f french Blake	
<b>3. Declaration of Interest</b>	Cllr Jem Marshall – Michaelstow Matters	
<b>4. Public Participation</b>	<p>Four members of the public in attendance. Representatives from Michaelstow Matters wished to raised concern over the state of repair of the old bus shelter. Councillors discussed potential risk and Cllr. Peter Jago <b>PROPOSED</b> that it be dismantled after going to see the son of a late PC Chairman who had the idea of the bus shelter, with the slates saved for a possible reincarnation nearer the village green after more consultation with the Parish. This was <b>SECONDED</b> by Cllr. Jem Marshall and <b>UNANIMOUSLY APPROVED</b>.</p> <p>The Michaelstow Matters representatives also outlined their plans for the year ahead, including their aim to resurrect the Michalestow Fete, and asked if the Council would consider how the two organisations could work more closer together. It was agreed that a Councillor and the Parish Clerk would attend the next Michaelstow Matters meeting and how to move forward together would be discussed more fully by Councillors at the next Full Council Meeting. <b>PROPOSED</b> by Cllr. Jem Marshall, <b>SECONDED</b> by Cllr Peter Jago and <b>UNANIMOUSLY APPROVED</b>.</p> <p>A further member of the public reiterated concern over the ongoing flooding across the road outside Michaelstow Manor. Cllr Jem Marshall <b>PROPOSED</b> that the Clerk recontact CORMAC urgently and also submit the issue to the CHIP call for sites. <b>SECONDED</b> by Cllr Peter Jago and <b>UNANIMOUSLY APPROVED</b>. <b>Cllr. Richard Whitby joined the meeting.</b></p>	<p>PJ</p> <p>ALL</p> <p>CLERK</p>
<b>5. Full Council Minutes</b>	It was resolved that the minutes of the Full Council Meeting held on 15 January 2026 be <b>ADOPTED</b> and <b>SIGNED</b> as a true and accurate record. Cllr Jem Marshall then <b>SIGNED</b> the minutes. <a href="#">[minutes page]</a>	
<b>6. Ward Councillor Report</b>	Cllr David Garrigan updated Council on the ongoing impact of Storm Goretti. With the news that there are currently over 6000 potholes reported across the county and teams undertaking temporary repairs to 340 per day to try to get on top of the situation. The teams will then go back and complete more permanent repairs when the weather is better. He also explained that the Cornwall Council Budget is being	



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	finalised and a response is also awaited following the public consultation over the proposed off road parking charges.													
<b>7. Parish Councillors' Reports</b>	Cllr. Jem Marshall outlined some of the talks given at the recent CAP Meeting, especially the Demand Responsive Bus Schedule initiative which is being looked at the for the region. Cllr. Jem Marshall <b>PROPOSED</b> that the project lead be invited to attend a future Full Council Meeting to share more details about the proposed scheme. This was <b>SECONDED</b> by Cllr. Richard Whitby and <b>UNANIMOUSLY APPROVED</b> .	<b>CLERK</b>												
<b>8. Clerk's Report</b>	The Clerk updated the Council that she had been busy working with the digital supplier to develop the new website and email platform as well as setting up the new bank account and dealing with the ongoing flooding issues.													
<b>9. Financial Matters</b>	<p><b>To approve expenditure payments.</b> Council agreed for the February 2026 Payment Schedule of 4 payments to be approved and a cheque made out by the Clerk for payment. <b>PROPOSED</b> by Cllr Jem Marshall, <b>SECONDED</b> by Cllr Peter Jago and <b>UNANIMOUSLY SUPPORTED</b>.</p> <table border="0"> <tr> <td>Parish Clerk</td> <td>£308.98</td> <td>Wages</td> </tr> <tr> <td>Parish Clerk</td> <td>£ 4.86</td> <td>Stationary supplies</td> </tr> <tr> <td>HMRC</td> <td>£187.27</td> <td>PAYE</td> </tr> <tr> <td>Payroll Clerk</td> <td>£26.00</td> <td>Monthly charge</td> </tr> </table> <p><b>To note income.</b> No income received.</p> <p><b>To approve any transfers of funds.</b> No transfer of funds.</p> <p><b>To note account balances.</b> Account balance noted.</p> <p><b>To discuss current banking arrangements.</b> As per the Clerk 's report, a new Unity Trust bank account is now open and the transfer from Barclays due to happen imminently.</p> <p><b>To discuss current insurance arrangements.</b> The Clerk shared the current insurance policy schedule and suggested that this be viewed carefully before renewing as there were a number of anomalies.</p>	Parish Clerk	£308.98	Wages	Parish Clerk	£ 4.86	Stationary supplies	HMRC	£187.27	PAYE	Payroll Clerk	£26.00	Monthly charge	<b>CLERK</b>
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<b>10. Planning Matters</b>	None received.													



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<b>11. LMP &amp; Parish Maintenance</b>	Clerk meeting with the Parish's Maintenance Contractor later this month.	<b>CLERK</b>
<b>12. Michaelstow Matters</b>	Already covered during Public Participation section.	
<b>13. Michaelstow Church Plans</b>	Cllr. Richard Whitby has investigated ownership of the land adjacent to the Church but the Land Registry documentation is unclear. Council agreed that further investigation be undertaken before any proposals be considered.	<b>ALL</b>
<b>14. Biodiversity</b>	None discussed.	
<b>15. Confidential Matters</b>	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. Cllr Jem Marshall <b>PROPOSED</b> the meeting be closed to the public and representatives of the press and broadcast media.  <i><b>Staffing Matters</b></i> The Clerk's contract was signed by Cllr. Jem Marshall.  Cllr Jem Marshall <b>PROPOSED</b> the meeting be re-opened to the public and representatives of the press and broadcast media.	
<b>16. Co-option of Councillors</b>	The Clerk outlined the process for co-option.	
<b>17. Parish Website &amp; Emails</b>	The Clerk shared the draft of the new Michaelstow Parish website and gave out joining instructions for the Councillors to be able to set up their new dedicated Councillor email addresses.	
<b>18. Correspondence</b>	The Clerk has received a request from Sunflowers & Choughs asking if the Parish is willing to fly the Ukrainian flag on 24 February to mark the anniversary of the invasion. Cllr. Jem Marshall to ascertain whether Cllr. Anthony O'B French Blake has one. The Cornwall Council response to the Council's request regarding the Proad Lane salt bin was shared and the bin to now be monitored to see if it is indeed filled up.	<b>JM</b>  <b>JM</b>
<b>18. Training &amp; Meeting Attendance</b>	No actions required.	
<b>19. To agree Matters for Next Meeting</b>	Bus shelter update Banking Update New Website and Emails	



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	Michaelstow Matters Church Plans Parish Maintenance Co-option of a new Councillor IT Policy Community Emergency Plan	
<b>20. Diary Dates</b>	5 Mar                      Deadline for receiving items for the next agenda 12 Mar    7.30pm Full Council Meeting	
<b>21. Close</b>	The Chair closed the meeting at 9.08pm.	