



MINUTES OF THE MEETING OF MICHAELSTOW PARISH COUNCIL

HELD IN THE CONFERENCE ROOM AT TREGAWN FARM

at 7.30PM on THURSDAY, 9 APRIL 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

Agenda Item	Discussion / Decision	Actions
1. Welcome	Cllr Jem Marshall welcomed everyone to the meeting and especially to Jon Kelley who joins as a new Co-opted Parish Councillor.	
2. Co-option of Members	Cllr Jem Marshall PROPOSED that Jon Kelley be formally invited to join as a co-opted member of the Council. This was SECONDED by Cllr Robin East. The Clerk provided Register of Interest and Contact Information forms for completion and will now arrange for a councillor email address to be set up and code of conduct training.	CLERK
3. Apologies for Absence	Cllr Peter Jago	
4. Declaration of Interest	Cllr Jem Marshall – Michaelstow Matters Cllr Jon Kelley – Michaelstow Matters	
5. Public Participation	Two members of the public in attendance. A representative from the new Woodlands Farm development updated the Council on latest designs for the layout and fabric of the proposed five dwellings before explaining the timescale of the pre-application process. Council thanked him for taking time to outline the proposals. Mr Andrew Button thanked the Council for its work in getting the flood sorted outside Bearoak. It was however agreed that more work is now required to ensure the issue doesn't arise again in the future. Cllr Jem Marshall PROPOSED that a site visit be organised with Highways and other interested parties. This was SECONDED by Cllr Robin East and UNANIMOUSLY SUPPORTED .	JM
6. Full Council Minutes	It was resolved that the minutes of the Full Council Meeting held on 12 March 2026 be ADOPTED and SIGNED as a true and accurate record. Cllr Jem Marshall then SIGNED the minutes.	
7. Ward Councillor Report	Cllr David Garrigan updated Council on a range of topics including: <ul style="list-style-type: none"> • Responses are awaiting on the proposed extension of the Camel Trail before a final decision can be made on the likely future of the project. • Lots of discussion regarding Cornwall Council's proposed reintroduction of weed treatment across the CAP Network • Work being undertaken to water test at our local beaches 	
8. Parish Councillors' Reports	Nothing to report.	
9. Clerk's Report	The Clerk updated the Council that she had been busy dealing with Highways on a number of parish issues including the ongoing flooding problem on the road outside Bearoak but was happy to report that works had now been actioned to clear the issue. The	



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	accounts for the year 2025-2026 are now complete ready for the annual internal audit and a PAYE discrepancy with HMRC has been rectified.																												
10. Financial Matters	<p>To approve expenditure payments. Council agreed for the April 2026 Payment Schedule of 10 payments to be approved for payment. PROPOSED by Cllr Jem Marshall, SECONDED by Cllr Robin East and UNANIMOUSLY SUPPORTED.</p> <table border="0"> <tr> <td>Unity Trust</td> <td>£7.00</td> <td>Monthly bank charges</td> </tr> <tr> <td>CALC</td> <td>£7.50</td> <td>Assertion 10 training</td> </tr> <tr> <td>CALC</td> <td>£21.00</td> <td>Data Protection training</td> </tr> <tr> <td>ICO</td> <td>£47.00</td> <td>Annual subscription</td> </tr> <tr> <td>CALC</td> <td>£203.56</td> <td>Annual membership renewal</td> </tr> <tr> <td>HMRC</td> <td>£56.52</td> <td>PAYE discrepancy payment</td> </tr> <tr> <td>Parish Clerk</td> <td>£336.98</td> <td>Wages & expenses</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>To note income. No income received.</p> <p>To approve any transfers of funds. The Clerk asked if the Community Fund could now be transferred to the new Unity Trust Savings account as proposed by Council last year. Cllr Jem Marshall PROPOSED that this take place this month, which was SECONDED by Cllr Robin East and UNANIMOUSLY SUPPORTED.</p> <p>To note account balances. Account balance noted.</p>	Unity Trust	£7.00	Monthly bank charges	CALC	£7.50	Assertion 10 training	CALC	£21.00	Data Protection training	ICO	£47.00	Annual subscription	CALC	£203.56	Annual membership renewal	HMRC	£56.52	PAYE discrepancy payment	Parish Clerk	£336.98	Wages & expenses	HMRC	£187.27	PAYE	Payroll Clerk	£26.00	Monthly charge	<p>CLERK</p> <p>CLERK</p>
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11. Planning Matters	Nothing to discuss.																												
12. LMP & Parish Maintenance	As instructed by Council, the Clerk has spoken with the Maintenance Contractor for St Teath Parish Council who is happy to price the work of the limited LMP funded footpaths within the Michaelstow Parish. Cllr Jem Marshall PROPOSED that this be investigated as an additional requirement to run alongside the Council's existing Maintenance Contract work and agreed to meet with the new contractor to ascertain whether this was a viable action for the Council. This was SECONDED by Cllr Jon Kelley and UNANIMOUSLY SUPPORTED. However, there was much debate regarding the LMP funded Gold footpath which opens out onto the busy A39 before continuing up into St Teath the other side of the road. There is	JM																											



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	concern that this is a dangerous junction and making the path more accessible may put more users at risk at the junction. Cllr Jem Marshall PROPOSED that the Clerk contact CORMAC to discuss this issue before the LMP grant is accepted by Council. This was SECONDED by Cllr Robin East and UNANIMOUSLY SUPPORTED .	CLERK
13. Michaelstow Matters	The Group are progressing with their governance requirements including the opening of a dedicated bank account.	
14. Michaelstow Church Plans	After further debate, Cllr Jem Marshall PROPOSED that a site visit take place to ascertain the options for utilising the Council owned land adjacent to the Church better. Ideas will then be discussed in more detail at the next Full Council meeting. This was SECONDED by Cllr Robin East and UNANIMOUSLY SUPPORTED .	ALL
15. Biodiversity	No specific actions.	
16. Assertion 10	The Clerk updated the Council on her efforts to ensure the Council is fully compliant.	
17. Annual Parish Meeting	Possible guest speaker ideas were discussed to enable the Clerk to publicise the meeting which takes place at 7.30pm on Thursday, 21 May.	ALL
18. Correspondence	The Clerk had previously forwarded all correspondence received this month to councillors. Cllr Jem Marshall PROPOSED that the response from Mr Darren Pluess regarding Community Fund payments be acknowledged and at the same time a Working Party be formed to ensure the Council continues to liaise accordingly with Octopus Energy. Clerk to speak to Mr Anthony O'B french Blake to get the ball rolling. This was SECONDED by Cllr Jon Kelley and UNANIMOUSLY SUPPORTED .	CLERK
19. Training & Meeting Attendance	No requirements other than Cllr Jon Kelley's Code of Conduct training.	
20. To agree Matters for Next Meeting	LMP & Parish Maintenance Michaelstow Matters Church plans Biodiversity Bearoak flooding works	
21. Diary Dates	11 May Deadline for receiving items for the next agenda 21 May 7.30pm Annual Parish Meeting & Annual Council Meeting	
22. Close	The Chair closed the meeting at 9.40pm.	