

**MINUTES OF THE ST SAMPSON PARISH COUNCIL MEETING HELD
ON TUESDAY, 22ND JULY 2025 AT 7:15PM IN GOLANT VILLAGE
HALL, GOLANT**

Present: Councillors D Jenkinson, (Chairman), C Taylor, N Smith, C Gabb, D Bonsall and S Hubner.

Sue Blaxley (Parish Clerk/RFO)
Cornwall Councillor Ian Wilson, Eileen Wilson
Fayre Hardy

Public Participation

Fayre Hardy questioned whether Kier and S W Water have been invoiced for their use of car parking spaces. The Clerk said this will be done in due course. Fayre Hardy said that two councillors' register of interests are not on the website.

In respect of refurbishment of the public toilet, Fayre Hardy said that parishioners have requested that the interior be made more modern than it is now. She also said that the area outside the kayak store is very untidy. The Chair said that Councillor P Meredith has attended to this.

Fayre Hardy said that she thought it was a good idea to number the benches. She explained that the benches on the asset register do not include those on the Downs but they could be included if councillors desired.

She said that the Clerk has said that she will circulate the new Standing Orders and Financial Regulations in due course, for approval at a future meeting. Fayre said that any remaining money from donations given towards the playground project and the CIL funding must be used for the playground.

1. Apologies

Apologies were received and accepted from Councillor P Meredith.

2. To confirm the minutes of the meeting held on Tuesday 24th June 2025

The minutes of the meeting held on Tuesday 24th June 2025, having previously been circulated, were agreed as an accurate record.

3. Declaration of interest in items on the agenda

Councillors C Taylor declared an interest in item 9 on the agenda.

4. Matters arising from the previous meeting

To receive and consider reports on the action points from the previous meeting

- The Chair confirmed that the registration of the Fisherman's Arms as a community asset is valid until 2027. It was noted that Cornwall Council's website needs updating to reflect this.
- Councillor D Bonsall said that he will try to re-establish contact with BT to regularise the contract for the broadband in the village hall.
- Councillor D Bonsall said that the listing of the derelict/abandoned boats is being progressed.

- The Clerk confirmed that she had circulated the asset movement spreadsheet for 2024/25 to all councillors.
- The Chair said that Andrew van den Broek will repair and re-paint the toilet doors.
- Councillor C Taylor explained that he is trying to ascertain ownership of the overgrown hedges in Tinny's Lane.

To receive and consider reports on any other matters arising from the previous meeting

None

5. To receive the Chairman's Communications

The following communications were emailed in advance of the meeting:

1. Offer of filing space in the Village Hall filing cabinet, if the PC needs filing space.
2. Email from a parishioner about the dog poo on the village green and the observation that the grass now needs cutting.
3. Internal audit form issued by Parish Clerk
4. Acknowledgement that the village green needs cutting and it will be done shortly.

5. Email from agent for Sunnyside to confirm that “hoarding” will be put in place to disguise the untidy building site.
6. Email to confirm explanation of asset register change in value to be discussed at the PC meeting.
7. Offer of an online PORTAL for registering those with permits for the car park to replace car park permits if we wish?
8. Email from Alliance confirming that the portal offered would be free of any charge.
9. Email from Parish Clerk confirming that contacts outside of the PC should be approved and authorised by the PC to avoid duplication and confusion.
10. Email from a councillor with a potential improvement to the car park permit issue, previously discussed.
11. Confirmation that our AGENDA is ordinarily sent to our Cornwall Councillor.
12. Offer by a councillor to attend to the H&S risk to the faulty door closure mechanism on the toilet door in the village.
13. Request to authorise digital payment to a councillor for an invoice received.
14. Offer to erect the “clean up after your dog” signs by a councillor.
15. Spreadsheet of asset movements sent out by the Parish Clerk.
16. Email of thanks for cutting the village green.
17. Email from a councillor about the loss of water supply to the village, which has been reported to SWW.
18. Confirmation that our web master can provide a gov.uk domain name as recommended by Cornwall Council.
19. Email from a councillor to suggest follow up questions to said web master.
20. Email explaining why the removal of old posts and rails in the carpark was cut short due to having an operation and running out of time.
21. Confirmation by the Parish Clerk that our entry for the listing of The Fisherman’s as an asset of community value was correct, but wrongly listed by CC.
22. Confirmation email from the web master addressing the questions posed by a councillor.
23. Further email from a councillor about loss of water .
24. Confirmation that the two signs to try and limit dog poo on the green and in the village have been erected.
25. Emails about The Council Process.
26. Email suggesting that Councillors should have “roles” within the Parish Council.

27. Email confirming that the toilet refurbishment is “on hold” until the councillor preparing a revised strategy has presented it to the Council.
28. Invitation to the Community Area Partnership AGM
29. Following an observation that our housing policy would need to be updated, an email from one of the planning department officers, sought to explain that it is the Government that has changed the target number of houses to be built in Cornwall and that would affect our own Housing Policy.
30. Email from a parishioner with proposed amendments to our Financial Regulations.
31. Email to check on the door repairs in the kayak store were still to be carried out .
32. Reply received in the positive.
33. Email to confirm that the Parish Clerk is working through updated standing orders for potentially changing our own standing orders.
34. Multiple emails concerned with the question of councillor training in “good conduct.” Is it mandatory?
35. The Parish Clerk has provided advice that “Good Conduct Training **“should** be undertaken within 6 months of taking office according to our Standing Orders.
36. Email from a Parishioner asking if money is set aside on an annual basis to replace/refurbish the playground equipment.
37. Request from a Councillor to tidy up around the kayak store which will include a modest spend on weed membrane and chippings.
38. Further emails about “Code of conduct training.”
39. Email from CALC confirming their Document Retention Scheme.
40. Email from a resident about vegetation obscuring the “turning area” sign down by the quay.
41. Email from Wildanet to ask if we can provide BT terms for the village hall, so that they can provide a “keen” price, whilst waiting “in the ballot” to see if this provision (of superfast broadband) can be offered free of charge as originally promised?
42. Email from Highways about the repair to the bank along Water lane.
43. Confirmation that the new door closure mechanism has been fitted on the toilet door.
44. Confirmation from Cornwall Council that another “Good Conduct” training session will be arranged for September.
45. Following some questions on the planned work on the bank collapse down Water Lane , we received a further email from Highways with plans to modify their initial approach.

46. Email from a parishioner proposing that the final grant funding from Cornwall Council might provide an initial “pot” to start our funding for future repairs and replacement of village assets.
 47. Further email from a councillor about code of conduct training.
 48. Request to delay the implementation of the toilet upgrade until the councillor responsible has presented his updated plans. And a request to approach our contractors directly on a method to verify their inspection routines.
 49. Receipt of the agenda and working papers for the CAP (Community Area Partnership) meeting.
 50. Email asking for location of a key to the rear of the toilet block.
 51. Email seeking the opportunity to insert two amendments to the village Emergency Plan.
 52. Offer received from a Councillor to stand in for the Chairman at the forthcoming Community Area Partnership meeting and AGM.
 53. Offer from another Councillor to attend the CAP meeting.
 54. Confirmation from our existing webmaster for the change to a gov.uk domain name.
 55. Receipt of closure intention for Water Lane in October. A Maurice mail will be issued in due course.
- The Chair thanked Councillor N Smith, on behalf of the parish council, for erecting new signs in the playground and
 - He thanked Councillor P Meredith for attending to the area outside the kayak store and for replacing the toilet door closer.
 - The Chairman thanked Councillors D Bonsall and C Gabb who will attend the next CAP meeting.

6. To answer any questions from Councillors, previously notified to the Clerk

None

7. To receive a report from the Clerk

The Clerk said that when councillors are asked for information regarding parish council business, councillors are permitted to give details on matters which have been discussed or to outline any procedures, but they must not express an opinion. The Clerk said that the agenda for the September meeting will be circulated early in September.

8. To receive a report from the Cornwall Councillor

Cornwall Councillor Ian Wilson said that Cornwall Council intended to close Water Lane for 2 weeks to repair the damaged bank but, after negotiation with them, they have agreed to reduce the closure to 1 week. He said that, at the recent Full Council meeting, the abandoned boats motion was passed which means that Cornwall Council are now tasked with deciding how to deal with the abandoned and derelict boats. Councillor D Bonsall said that clarification is required as to what constitutes an abandoned boat. Cornwall Councillor Ian Wilson said that a motion has also been passed for a voluntary ban on flying rings in that retailers will be encouraged to refrain from selling them and there may be a ban on their use on beaches.

He said that Fowey is now twinned with Binic.

9. To authorise the signing of orders for payment, including -

Mrs S Blaxley (Salary and Expenses – £637.60
Cornwall Pension Fund (Pension Contributions) - £133.60
Flowbird Smart City (Car Parking Machine) - £77.45
Source for Business (Water for Toilet – June 2025) - £44.01
Paul Meredith (Door Closer/Blue Slate Chippings/Ground Pathway Control) - £237.86
HMRC (VAT) – £221.64
Chris Taylor (Grass Cutting) - £122.00

It was proposed by Councillor D Jenkinson and seconded by Councillor C Gabb that the above orders be authorised for payment. All councillors voted in favour of the proposal, apart from Councillor C Taylor, who having previously declared an interest, abstained from voting. The proposal was, therefore, carried.

10. Finance

To receive and consider a current financial statement of the accounts

The Clerk reported that, last month, income was received as follows: £1451.50 from the car parking machine and £5304.01 from Cornwall Council as the final CIL payment for the playground project. She said that the accounts balance at £10,980.54. It was noted that this balance includes the CIL money, reserves and the asbestos grant from Cornwall

Council. It was agreed that, in future, the Clerk's finance report would detail the amount of actual available funds for general expenditure.

11. Emergency Plan

To receive and consider matters arising relating to the Emergency Plan

- Councillor D Bonsall explained that the flood maps in the Emergency Plan show that there are no houses in the village that are subject to flooding. However, he said that on the website "Check Your LongTerm Flood Risk", 2 houses are identified as subject to flooding. Therefore, he said that the wording in the Emergency Plan needs amending.
- In addition, he said that, in the event of an internet outage, it would be useful to erect a notice on the Village Hall notice board. It was agreed that, in the event of an emergency and internet outage, everyone would have to gather at the Church.
- Councillor N Smith suggested that consideration be given in the Emergency Plan to the closure of Water Lane in the event of a storm. Councillor D Bonsall said that this scenario is included in the Emergency Plan. Some discussion took place regarding the acknowledgment of "support bubbles" in the village within the Emergency Plan.

12. Neighbourhood Development Plan

To receive and consider matters arising relating to the Neighbourhood Development Plan

The Chair said that the government has changed the requirement for more housing in Cornwall so Policy H1 in the NDP is out of date. Cornwall Council has advised that further clarification is required before the policy is updated. The Chair questioned whether the NDP should be reviewed regularly. Councillor C Gabb was invited to become responsible for the NDP and to both update the Housing Policy in light of the Government's Housing changes and to review the NDP annually.

13. Website Domain

To consider the acquisition of stsampsonpc.gov.uk

The Clerk said that she has asked the webmaster of the parish council's website regarding the acquisition of stsampsonpc.gov.uk and he had responded as follows: " We can register (via an approved .gov.uk registrar) a .gov.uk domain for the council. The website does not need to be changed, and for a while we recommend both the old and new domains are kept going with the website, to ensure no loss of continuity with the existing audience and current links.

The cost for a .gov.uk domain is £105 to register for the first two years, and then £55 renewal for each subsequent 2 year period (at current rates).

Email accounts for councillors can be provided on the .gov.uk domain. The email service includes a webmail system, so councillors do not need to install anything or configure a mail program, although they can add the account to a mobile phone if required. The login is from the PC website. Councillors can change their passwords, add a signature, add auto-reply etc., and all accounts can be monitored by the clerk. The cost for the email service is £72 per year for the service, NOT per councillor account".

Councillor N Smith said that the existing contract with Western Web expires in February 2026 and that he considered that a decision should be deferred until all options have been considered. It was acknowledged that the Clerk already has an excellent working relationship with the current webmaster, and that the priority was to move to a gov.uk domain name. It was proposed by Councillor D Jenkinson and seconded by Councillor S Hubner that the proposal by Western Web be accepted. Six councillors voted in favour of this proposal and one against. It was proposed by Councillor N Smith and seconded by Councillor C Gabb that the proposal by Western Web not be accepted until it has been established whether they can provide a secure area of the website with documents that only councillors can access. Two councillors voted in favour of this proposal and five against. This proposal was not therefore carried and the initial proposal was accepted as the decision.

It was agreed that the Clerk would ask the webmaster if he could provide a secure, password protected area on the website which only councillors could access in which a small amount of document storage could take place.

14. Areas of Responsibility

To consider allocating areas of responsibility to specific councillors

The following areas of responsibility were agreed:

Councillor N Smith – oversight of grass cutting and path strimming by the contractor and Cornwall Council and the playground and Village Green;

Councillor P Meredith – public toilet;

Councillor D Bonsall – designation of footpaths, car parking machine, communications and digital technology and Emergency Plan;

Councillor S Hubner – kayak store, numbering benches/assets, communications and digital technology,

Councillor C Taylor – grass cutting, benches, green issues relating to the car park.

Councillor C Gabb – NDP.

15. Golant Car Park

To receive and consider any matters arising relating to the car park

- It was noted that the low-level bars to the rear of the car park have been removed and that Councillors P Meredith and D Bonsall had filled the resultant holes with chippings. It was noted that the holes will still require tarmacking.
- Councillor N Smith said that there is no sign indicating the presence of a car park. It was agreed that a sign would be purchased and erected.
- It was noted that there seems to be a long lag on the car parking machine when payments are being made. Councillor S Hubner said that he would test the machine. Councillor N Smith said that some user-friendly instructions are required for use of the machine. Councillor D Bonsall said that a wifi zone could be provided using a public access unit to facilitate use of the car parking machine.

16. Public Toilet

To receive and consider any matters arising relating to the public toilet

None

17. Kayak Storage Facility

To receive and consider any matters arising relating to the kayak storage facility

It was agreed that Councillor Jenkinson would contact David Johns regarding Councillor Hubner taking stewardship of the kayak store.

18. Village Green and Playground

To receive and consider any matters arising relating to the village green and playground

The Chairman said that Councillor N Smith had repaired the sharp edges on the see saw for which he thanked him, on behalf of the parish council.

Councillor N Smith said that he would inspect the play equipment weekly and report his findings to every parish council meeting.

19. Highways

To receive and consider any matters arising relating to highways in the parish

The Chairman said that Cormac will reinstate the collapsed bank on Water Lane and that the road will be closed for 1 week between 9am and 4pm which would allow traffic out in the morning and for Water Lane to be useable in the evenings. It was agreed that councillors would erect the official notice publishing this on telegraph poles near where they live, nearer the time.

Some discussion took place regarding the need for banksmen on School Hill during this road closure given the volume of traffic likely to be diverted. The Chair said that he would write to Rachel Tatlow regarding this matter, but that this request had already been turned down.

Councillor N Smith said that hedges are encroaching onto the highway in Tinny's Lane, outside South Torfrey House and at the edge of The Cormorant estate. The Chair said that he would put an item in Golant Pill advising parishioners to cut their hedges and contact the Cormorant management company.

20. Footpaths and Benches

To receive and consider any matters arising relating to footpaths and benches in the parish

Councillor D Bonsall explained that a DMMO for footpath number 5 is not required as it is an error on the part of Cornwall Council: they granted planning permission for houses on the footpath and never re-routed it on the definitive map.

Councillor S Hubner said that the signs on the Saints Way are very poor or non-existent. Councillor D Bonsall said that he would contact Cornwall Council regarding this matter.

Councillor C Taylor said that he inspected the benches on the Village Green last month and repaired one broken bench. He said that the numbers on the benches will correspond with the asset register. It was noted that if a memorial bench, with a plaque, needs replacing, every attempt will be made to contact the family to ask them if they want to replace it, before removal of the old bench.

20. Date of next meeting

To confirm the date and venue of the next meetings on Tuesday 23rd September 2025 commencing at 7:15pm in Golant Village Hall.

The date of the next meeting will be on Tuesday 23rd September 2025 commencing at 7:15pm in Golant Village Hall, unless any planning application is received that needs Councillor's attention.

The meeting was closed at 9:15pm.

ST SAMPSON PARISH COUNCIL MEETING

22nd July 2025

ACTION POINTS

<u>Minute Number</u>	<u>Action</u>	<u>by Whom</u>
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4	Ascertain ownership of hedge in Tinney's Lane	CT
13	Ask webmaster if a secure area of website for document storage can be provided	SB
19	Contact Rachel Tatlow again regarding provision of banksmen on School Hill during Water Lane closure	DJ
19	Remind landowners, via Golant Pill, of need to cut hedges encroaching onto the highway	DJ
20	Contact CC regarding Saints Way signs	DB