

**MINUTES OF THE ST SAMPSON PARISH COUNCIL MEETING HELD
ON TUESDAY, 28TH OCTOBER 2025 AT 7:15PM IN GOLANT
VILLAGE HALL, GOLANT**

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

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

Public Participation

Fayre Hardy said that the broadband annual charge for Oakenhurst goes from July each year. She said that any grant funding from Cornwall Council will not cover revenue running or maintenance costs for an electric charging machine in the car park, so any figures setting the precept would need to reflect that. She explained that she has produced the current year cash flow forecast. In addition, she said that the 2024/2025 external auditors were rather keen on legislation regarding expenditure. As it stands £1,300 has been expended that has not got any budget against it, so it needs to be allocated to somewhere, otherwise there will be an overspend. She reminded councillors that the income and expenditure shown on the budget sheet is net of VAT and any forecasting needs to reflect that, alongside the gross cost so that the cash flow does not get understated. She asked councillors to be mindful of VAT when setting the precept: VAT was introduced as the simple tax. It raises the most income, more penalties and fines than any tax levied in the UK. It was introduced as simple, but putting in criteria such as children's clothing is zero rated unless it is a hat trimmed with Mongolian or Tibetan goat fur, made it far from simple.

She said that the Pill entry regarding the playground donations has raised discussions and whilst she is not aware of how many responses the parish council has received, she said that the events took much planning and were hard work. Money was raised by parishioners and various donors for the playground. The event organisers and donors that she has spoken to, which includes me, definitely do NOT want those donations being used for anything, or anywhere, else.

She reminded councillors that the kayak charges start on 1st November each year.

1. Apologies

None

2. To confirm the minutes of the meeting held on Tuesday 23rd September 2025

The minutes of the meeting held on Tuesday 23rd September 2025, having previously been circulated, were agreed as an accurate record.

3. Declaration of interest in items on the agenda

Councillor C Gabb 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

- Councillor D Bonsall reported that Councillor P Meredith is in the process of resolving payments made to BT and when this is achieved, the charge for Broadband for Oakenhurst can be discussed.
- The Chair said that he had contacted Alliance Parking regarding the Just Park payments and a statement has now been received.
- It was noted that AVB will tarmac the holes in the car park in due course.
- Councillor C Taylor reported that he has submitted an EOI to CC for electric car charging points in the car park. He said that CC has not yet chosen a contractor for the provision of these points but when they have, the contractor will visit the sites where an EOI has been submitted.
- Councillor N Smith reported that the rusty “No Boats” sign has been fixed.
- Councillor C Taylor reported that AVB will provide a quotation for extending the village green car park adjacent to the wall.
- The Chair reported that he had contacted Rachael Tatlow regarding Torfrey junction and he will report on her response under agenda item 18.
- Councillor S Hubner said that the plastic tags have been fitted to the benches and the asset register has been updated.

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

The Chair said that, at the previous meeting of the parish council, the planning application for a shepherd's hut at Castledore was supported subject to the owners erecting a sign inside the site advising drivers to egress the site with caution. He said that the owners will erect a sign although this cannot be imposed on the planning permission as a condition. Councillors agreed that they continued to support the proposal.

5. To receive the Chairman's Communications

The following communications were emailed in advance of the meeting:

1. Various emails to Unity Trust Bank to add a Councillor to the signatory list.
2. Communication with Parish Clerk about the preparation of the next budget and precept calculations.
3. Confirmation that the Bank payments were ready for authorisation.
4. Copy of Standing Orders and Financial Regs to correct typos and wording, provided by a Councillor.
5. Copy of an email from a resident confirming receipt of communication from Cornwall Council about the correction to path number 5.
6. Emails to ensure Councillors are copied with appropriate information for their specific cost centre area.
7. Request/offer from the table tennis group to resurface and re-seed the area behind the far goalposts to ensure a flat playing area for future Table Tennis tournaments in the marquee.
8. All Councillors approved the request above, on the basis of the offer which was to be at no cost to the Parish Council.
9. Question from a Councillor about current BT invoices.
10. Email correspondence between a resident and a Councillor concerning the responsibility to cut hedges on their boundary.
11. Initial view of the information obtained from the Banking data, for possible distribution to Councillors for budgeting purposes.

12. Initial communication about setting up a policy for Data storage.
13. Councillor added to the BT account to try and rectify apparent overcharging.
14. Email from a resident about incorrect penalty charge for a vehicle.
15. Initial draft figures to map out potential costs and income areas for the preparation of the budget.
16. Various email responses about the potential for C.I.L income from a building development.
17. Email from a resident confirming the use of the village green area for parking going back many years.
18. Initial check on car park machine records following a complaint from a visitor.
19. Further email from another resident also confirming the use of the village green area for car parking going back many years.
20. Further email from a visitor unable? to obtain a ticket?
21. Request from a resident to ask Highways to install "Banksmen" on Church Hill during the Water Lane closure.
22. Resident informed of the multiple attempts by the Parish Council, and co-ordinated attempts by residents to identify the risk of traffic issues at the crossroads at the bottom of Church Hill during the works on Water Lane.
23. Email correspondence on the arrangements for managing grit bins...identifying them, numbering them as assets and checking on contents.
24. Email received from Highways to confirm that the junction at Torfrey Cross would be inspected (following a request from a Councillor) and further that the speed limit extents would also be looked at as part of the county wide 20m.p.h. project.
25. Email confirmation from a Councillor that BT have made an error in their charging and will raise a credit in due course.
26. Confirmation from Alliance Parking that the incorrect charge has been cancelled.
27. Email and statement from Alliance Parking of the receipts from JUSTPARK .
28. Apology received from Highways for the Emergency Application to close Water Lane to remove the tree above the collapsed bank, without informing the Parish Council in

advance.

29. Email of thanks from a resident for liaising with Alliance Parking.

30. Email from our Cornwall Councillor in response to a question about street cleaning.

31. Email from Highways in response to a question about the Emergency Road Closure application, where the person handling the incoming call at CC could not explain the reason for the application. But the works were completed ahead of time in only a couple of days.

32. Confirmation from the Countryside Officer that we have been awarded a GRANT to improve footpaths on the Downs, following an application put together by Councillors.

33. Email from a Councillor with proposals for examining the Parish Council web site and for removing some of the historic data and repairing a link that was broken.

34. Receipt of inspection of the playground from a Councillor.

35. Request to discuss the provision of the Village Christmas Tree at the next PC meeting.

36. Helpful email from a resident about the description of C.I.L money and how it should be spent.

37. Email from a resident asking which Councillor would be responsible from street furniture.

38. Email correspondence with the Fowey Canoe Club about their annual race.

39. Copy of an email from Highways in a response to a resident about vegetation encroaching onto the highway.

40. Request from a Councillor to redirect any spare monies towards the Toilet upgrading project.

41. Draft Policy on document retention for review.

42. Helpful information from a resident about kayak storage and VAT.

43. Further emails from a visitor about failure to obtain a parking ticket.

44. Request from a Councillor for historic British Gas invoice charges.

45. Email from a Councillor regarding positive transactions at the car park ticket machine.

46. Offer received from a resident to compile an insurance link to the PC asset register.

47. Invitation to the next C.A.P meeting.

48. Offer from a Councillor to provide supporting information for budget preparation work by Councillors.
49. Draft spreadsheet from a resident to assist in budget preparation work.
50. A series of emails to better understand the reserves generated by the grant and donations for the playground.
51. Emails to confirm changes to the tariff last March as part of budget preparation.
52. Email from a resident about Tax to HMRC.
53. Offer from a Councillor to update budget spreadsheets with ongoing actual totals to produce forecasts to end of year figures.
54. Confirmation received from JUST PARK, that they have experienced no “down time” and that they would be able to provide parking tickets to anyone who phoned them.
55. Offer from a Councillor to scrutinise PC insurance policy prior to future changes.
56. Email from a resident asking for the leaves to be swept down Water Lane.
57. Email from a Councillor about enhancing our carpark signage.
58. Email from Alliance Parking confirming their contractual role and providing appropriate wording to use when responding to any future issue re :parking.
59. Email from a Councillor regarding transactions from JUST PARK and the ticket machine.
60. Modified and updated budget spreadsheet provided by a Councillor.
61. Email from Highways pointing to the following link for calling up Street cleaning operatives: [Street & Beach Cleansing-Introduction-MyCornwall](#).
62. Email from a resident suggesting that any money from the Playground appeal should be reserved against future playground costs.
63. Email request to Highways from Cornwall Councillor asking about a date for the re-surfacing of Church Hill.
64. Email from a resident confirming their view that monies collected for the playground should be ringfenced for future playground costs.
65. Email enquiry from someone looking at a possible move to the village about availability of parking if the chosen property has no parking space of its own.

66. FOI request from an alternative parking company for information relating to the car park

Councillor N Smith asked if “Statements of Truth” have been received regarding parking on the village green. The Chair reported that these have been received.

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

None

7. To receive a report from the Clerk

None

8. To receive a report from the Cornwall Councillor

Cornwall Councillor Ian Wilson reported that there is nothing really to report as regards to St Sampson Parish this month but it has been a very busy month for him in other areas. He asked if there is any interest in him including information pertaining to Fowey (or other areas), since they are a very close neighbour. He said that the only real Golant specific news to report on this month is that I have accepted the invitation to be “honorary attendee” at this year’s Golant Boatwatch AGM. He thanked all those who felt he was worthy and has accepted the invitation.

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

Mrs S Blaxley (Salary and Expenses) - £414.15
Cornwall Pension Fund (Pension Contributions) - £142.77
Flowbird Smart City (Car Parking Machine) - £110.21
Source for Business (Water for Toilet – August and September 2025) - £102.94
BDO LLP (External Audit) - £252.00
Western Web (Setting up Document Area on Website) - £108.00
Cornwall Council (Election Recharges) - £288.68
Carol Gabb (Training) - £60.00
HMRC (VAT) - £567.04

It was proposed by Councillor S Hubner and seconded by Councillor C Taylor that the above orders be authorised for payment apart from the

payment to Westen Web as the document storage area has not yet been tested. Councillor N Smith said that he would undertake a test. All councillors voted in favour of the proposal, apart from Councillor C Gabb, 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 the accounts balance at £18,495.05 with income of £963.50 having been received from the car parking machine this month and £3050.50 from CC as the second half of the precept. It was noted that this balance includes the CIL money, playground donations, reserves and the asbestos grant from Cornwall Council.

Councillor D Bonsall said that data from the bank account, Flowbird and Just Park are all downloadable onto a spreadsheet which will provide accurate and up to date financial information.

Some discussion took place on uploading invoices into the councillors document repository. It was agreed that a policy on the document repository would be drafted.

The Chair invited Fayre Hardy to speak. She said that she has all the financial information for the last 3 years for councillors to access.

11. External Auditor's Report

To receive and consider the External Auditor's report for 2024/25

The Clerk brought councillors' attention to the comments made by the External Auditor. One of the comments made was that the parish council does not have a system in place that considers income and expenditure powers when making decisions on payments. The Clerk said that she would provide this information to all councillors. It is attached as Appendix 1 to these minutes. It was also agreed that the parish council should appoint an Internal Auditor and a letter of engagement sent out inter alia the scope of the audit. It was proposed by Councillor D Jenkinson and seconded by Councillor C Taylor that the External Auditor's report be approved. All councillors voted in favour of the proposal. The proposal was therefore carried.

12. Provision of a Christmas Tree

To discuss the provision of a Christmas Tree

Councillor C Taylor reported that he has sourced a Christmas tree. Thanks were expressed, on behalf of the parish council, to the provider of the tree.

13. Charge for Broadband for Oakenhurst

To receive and consider the charge for broadband for Oakenhurst

It was agreed that Councillor D Bonsall would look into this matter and report to the next meeting.

14. Golant Car Park

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

- It was noted that there were some disruptions to the card reader at the weekend but Councillors D Bonsall and S Hubner rectified the issue.
- Councillor D Bonsall said that he will ask Flowbird to send him an email alert if the car parking machine is out of action.
- Councillor D Bonsall said that the Just Park payments will be transferred to the parish council's bank account. He said that he will ask Just Park for payments to be made more regularly and for access to the data regarding who is using this facility.
- Councillor N Smith said that contact cannot be made with Just Park from a landline and not everyone can contact them from their mobile phone.
- Councillor P Meredith asked councillors to consider whether the parish council wants a formal motorhome parking area in the car park. He said that he will circulate the relevant information to councillors for consideration.

15. Public Toilet

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

Councillor P Meredith said that the public toilet will be closed from Monday 9th January 2026 until Sunday 2nd February 2026 inclusive for

refurbishment works to be undertaken. He said that the parish council has a cleaning contract in place until the end of March 2026 for the public toilet. Some discussion took place regarding alternative arrangements for cleaning the facility from April 2026. Some discussion took place about sourcing an alternative cleaning arrangement from April 2026. Councillor N Smith said that Applicants would be expected to have adequate Public Liability Insurance. The Clerk reminded councillors that every attempt must be made to obtain 3 quotations for this contract.

16. Kayak Storage Facility

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

Councillor S Hubner said that he will send out reminders for users to renew their permits for use for next year when the fee has been agreed. He said there are 3 free spaces. Councillor C Gabb said that many kayak storage facilities charge more than we charge. Some discussion took place as to whether the charge should reflect the upkeep of the building and future maintenance. It was agreed that the charge for kayak storage will be discussed at the next meeting of the parish council. Councillor N Smith asked if there is a disclaimer in place for use of the facility to cover personal injury. Councillor S Hubner said that he will send a contract to the users.

17. Village Green and Playground

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

It was noted that the area of the village green car park adjacent to the wall is very overgrown with weeds and that AVB will provide a quotation for extending the parking area up to the wall.

Councillor N Smith said that earmarked reserves should be built up to replace all assets (these can be re-allocated if necessary unlike ringfenced reserves) and that replacement values need to be put on the asset register.

18. Highways

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

The Chairman said that the collapsed bank on Water Lane has been successfully completed.

Councillor N Smith said that when the Canoe Club used the village green for their annual event, the 1-way system signs were erected too early and were left up too long which caused confusion for motorists. The Chairman said that he would email the Canoe Club regarding this matter.

The Chairman said that he had contacted Rachael Tatlow regarding highway safety at Torfrey Crossroads. She said that the problem is exacerbated by the limited visibility splay but it would be very costly to undertake works to widen the visibility splay. She said that there have been no recorded collisions at the location and adequate signage is in place. However, she said that the speed limit gateways review will be undertaken next year.

19. Footpaths and Benches

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

- Councillor C Taylor said that the parish council has been awarded an enhanced LMP grant in the sum of £15,000 for works to footpaths on the Downs including new steps on the top Downs path, enhanced Saints Way signage and replacement of benches on the Downs.

It was resolved that, under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for the following item due to its confidential nature.

20. Car Park Charges

To receive and consider an issue which has arisen with car parking charges

Considerable discussion took place regarding the imposition of a Parking Penalty Charge Notice on a visitor to the car park. It was agreed that the process with Alliance Parking (acting as agent and

principal) should be allowed to run its course and that the parish council will take no further action regarding this matter and that the Clerk would notify the visitor accordingly.

21. Date of next meeting

To confirm the date and venue of the next meeting on Tuesday 25th November 2025 commencing at 7pm in Golant Village Hall.

The meeting was closed at 9:40pm.

ST SAMPSON PARISH COUNCIL MEETING

28th October 2025

ACTION POINTS

<u>Minute Number</u>	<u>Action</u>	<u>by Whom</u>
10	Draft policy on document storage	DJ
17	Replacement valuations to be included in asset register	SB
18	Email Canoe Club about 1-way system	DJ

Appendix 1

Expenditure Powers

Parish councils can make payments for administrative expenses and staff, such as for a clerk, primarily under the **Local Government Act 1972 S150**. This Act provides the legal foundation for parish councils and gives them the specific powers to spend money on goods, services, and works necessary for their functions, which includes employing and paying a clerk. The fundamental authority for a parish council's existence and its ability to incur necessary expenses comes from the 1972 Act.

The Public Health Act 1936, s.87 empowers local authorities to provide and regulate public conveniences.

Road Traffic Regulation Act 1984 grants parish and community councils the general power to provide and maintain parking places within their areas. Section 57 of the 1984 Act specifically empowers these councils to provide parking places, which can include structures, and to let them for use.

Open Spaces Act 1906, ss.9 & 10, allows local authorities to acquire and manage open spaces like parks maintaining them for public use. **The Public Health Act 1875 Section 164**, along with the later [Open Spaces Act 1906](#), helped to expand the public's access to recreational areas. The provisions were important in providing and regulating spaces where people could enjoy themselves and interact with nature, improving quality of life.