

**MINUTES OF THE ST SAMPSON PARISH COUNCIL MEETING HELD
ON TUESDAY, 25TH NOVEMBER 2025 AT 7PM IN GOLANT
VILLAGE HALL, GOLANT**

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

Sue Blaxley (Parish Clerk/RFO)
Cornwall Councillor Ian Wilson, Arlene Wilson
Sharon Leonardi

Public Participation

Sharon Leonardi spoke in respect of PA25/07689 - Rear single-storey extension and proposed larger window to first storey of rear elevation at 1 St Sampsons Terrace, Golant. She explained that she has submitted a detailed planning application to Cornwall Council. She said that she has submitted the proposal for an extension as the existing dwelling has an L shaped section to the rear which contains all the utilities for the dwelling but is in a poor state of repair and that she wants to future proof the house for possible future health needs as well as create a small additional workspace. She said that she is in consultation with the neighbours and will ensure that disruption is minimised during the construction process. She said that the proposed development will entail moving the existing retaining wall 1m back.

1. Apologies

Apologies were received and accepted from Councillor C Gabb.

2. To confirm the minutes of the meeting held on Tuesday 25th October 2025

The minutes of the meeting held on Tuesday 25th October 2025, having previously been circulated, were agreed as an accurate record subject to the following amendments: item 16 - 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**; item 15 - 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**; item 16 - Councillor N Smith asked if there is a disclaimer in place for use of the facility **to cover personal injury**.

3. Declaration of interest in items on the agenda

Councillor C Taylor said that he has undertaken some work on the rear bank of 1 St Sampson's Terrace, but it was unrelated to the planning application.

4. Planning

To receive and consider the following planning application:

PA25/07689 - Rear single-storey extension, and proposed larger window to first storey of rear elevation at 1 St Sampsons Terrace, Golant

It was noted that numbers 2,3 and 4 St Sampsons Terrace all have extensions as far as the rear alleyway. It was proposed by Councillor D Jenkinson and seconded by Councillor C Taylor that the application be supported. All councillors voted in favour of the proposal. The proposal was therefore carried.

5. Matters arising from the previous meeting

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

- Councillor D Bonsall said that he has circulated a draft of a document storage policy to all councillors. It was agreed that this matter would be discussed at the January meeting of the parish council.
- Councillor N Smith said that he has added the replacement values to the asset register. He said that he will check that the asset numbers on the register correlate to the numbers on the assets.
- The Chairman said that he has contacted the Canoe Club regarding their 1-way traffic system which was operational during their annual event. He said that they apologised about the vehicle going the wrong way and will ensure that everyone is more aware next year of the 1-way system.
- Councillor C Taylor reported that AVB has not yet provided a quotation for works to improve the parking area on the village green.

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

None

6. To receive the Chairman's Communications

The following communications were emailed in advance of the meeting:

1. Various emails re: Agenda item 20 at the Parish Council meeting.
2. Email in support of the improvement work at the village hall.
3. Email, confirming historic parking confirmed for the village green parking area.
4. Email from Alliance confirming that we would be better off if we wanted monthly information from JUST PARK, to set up our own account.
5. Confirmation by a Councillor about a recent training exercise about PLANNING.
6. Email from a resident about thoughts and suggestions for budget planning.
7. Information provided to share with Councillors about the relevant legislation for the provision of services.
8. Email from a Councillor about consideration of the start date for Kayak store invoices.
9. Clarification about why expenditure needs to be allocated to a budget heading.
10. Suggestion that the PC should determine the start dates for the raising of invoices for the kayak store.
11. Email from a Councillors about the development of a data repository.
12. Proposed Notice to go into the Golant Pill about the planned closure of the toilet for upgrading.
13. Further email concerning the scope of the proposed data repository area .
14. Invitation to attend a "flood Forum" issued to Councillors.
15. Clarification by the Parish Clerk on the definition of RESERVES.
16. Clarification about the financial threshold for obtaining (or trying to obtain) 3 quotes for work.
17. Query raised about whether the war memorial was

on the parish or church asset register.(Parish register)

18. Asset register sent to Parish Clerk with appropriate “tags” to identify them.

19. Clarification and suggestion that the surplus donations for the playground be held in reserve for the upkeep of the playground in the future.

20. Information provided to a Councillor about alternative seating products.

21. Question raised about the level of public Liability cover required of a contractor.

22. Suggestion from a Councillor that £5 million is required.

23. Budget document sent out with revised reserve figures.

24. Confirmation from Cornwall Council, that they will require an invoice together with proof of the works carried to improves the “steps” on the Downs path.

25. HM Notice 2025/6 PMSC Compliance issued by the Harbour Office.

26. Update on “reserves” from a resident.

27. Reply and apology from Fowey River Canoe Club about the single incident of a van going “up” Water Lane and not following the one-way system.

28. Update and corrections from a resident about some of the asset tags deployed to various assets.

29. Invitation from a Councillor to transfer the arrangement with Just Park from Alliance to Just Park directly.

30. Copy of previous quotes to refurbish the toilet provided by an ex-Councillor.

31. Offer by a Councillor to take responsibility for Press /Communications Officer.

32. Initial draft document retention policy provided.

33. Email from a resident, with information. Relating to parking being a “norm” on the village green area even prior to the acquisition of the land by the PC.

34. Offer by a Councillor to attend a Heritage Group meeting to discuss/offer documents currently with the PC to see if any would be of interest to them.

35. Request from a resident to see if Councillors have any questions about a planning application.

36. Details of how the planning process works was explained to the resident.

37. Clarification by a Councillor about the ability of the PC to spend car park revenue on regular PC spend areas.
38. Email from a resident to seek an update on the procurement of the village Christmas tree and the timing of putting on the lights.(relative to the 13th of December)
39. Request from a resident to organise the street sweeper for Water Lane.
40. Examination of budget figures by a Councillor.
41. Suggestion by a Councillor that a financial subcommittee would be helpful.
42. Tender document sent out by a Councillor.
43. 'Thanks' from a resident for arranging to call in the street sweeper. The "link" is as follows: [Street & Beach Cleansing - Introduction - MyCornwall](#)
44. Clarification on the process for going out to tender and when NOT to do so.
45. Clarification on the provision of parking spaces in the P&D car park by CALC.
46. Transfer to JUST PARK completed. Email to seek historic statistics.
47. Query from Alliance about the historic information we have asked for.
48. Emergency Road Closure order received from South West Water.
49. Request to continue to fund the village hall emergency phone.
50. Proposal received from a Councillor to discuss the provision of Motor Home parking spaces.
51. Receipt of planned "works" to refurbish the toilet.
52. Feedback received from a Councillor following attending a "planning" training seminar.
53. Opportunity to lodge an Expression of Interest in a Highway scheme (not main road networks) with the local area Partnership.
54. Councillor emails about the installation of a 'repository' for documents.
55. Information received about a project by The Merlin Neuro Therapy Centre to reduce their carbon footprint funded by the Community Levelling Up Programme.
56. <https://ciosgoodgrowth.com/project/merlin-neuro-therapy-centre-carbon-reduction/>.

57. Draft document retention policy provided by a councillor.

It was agreed that, in future, emails between councillors would be excluded from the list of Chairman's communications.

Councillor N Smith asked if "Statements of Truth" have been received regarding parking on the village green. The Chair reported that three had been received.

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

None

8. To receive a report from the Clerk

None

9. To receive a report from the Cornwall Councillor

Cornwall Councillor Ian Wilson reported that it was a privilege to lay the wreath on behalf of Cornwall Council on Remembrance Sunday in Fowey. He thanked Golant Boatwatch for his invitation to their AGM which he said was very informative. He said that the Village Hall has received some money from the Community Chest towards some new chairs. In addition, he encouraged councillors and the public to report crime and anti-social behaviour to the Police.

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

Mrs S Blaxley (Salary and Expenses) - £612.60
Cornwall Pension Fund (Pension Contributions) - £132.95
Flowbird Smart City (Car Parking Machine) - £51.58
APS Construction Services Ltd (Toilet Cleaning) - £830.11
Western Web (Setting up Document Area on Website) - £108.00
Source for Business (Water for Toilet) - £37.47
Paul Meredith (Lubricant for defibrillator) - £2.71
Fowey Harbour Commissioners (Electricity for Boatwatch Hut) - £49.03

It was proposed by Councillor S Hubner and seconded by Councillor C Taylor that the above orders be authorised for payment. All councillors voted in favour of the proposal. The proposal was, therefore, carried. It was noted that the document storage area created by Western Web

does not fulfil our expectation and will need re-arranging with an alternative supplier, but there is an obligation to pay them for their time incurred in setting it up.

11. Emergency Planning

To receive and consider matters arising relating to emergency planning

Councillor D Bonsall said that he had attended the Cornwall Flood Forum. He explained that the Emergency Plan states that, in the event of an emergency, everyone will gather in the Village Hall and manage the emergency. He said that he will put together an exercise to test this in the Spring!

12. Charge for Broadband for Oakenhurst

To receive and consider the charge for broadband for Oakenhurst

Councillor D Bonsall said that the parishioner will pay half of the broadband fee paid by the parish council. Councillor P Meredith said the charge to the parish council is now £80.19 plus VAT/month from 01/04/25 – 31/03/26 and £83.19/month from 01/04/26 – 31/03/27. The Clerk said that she would invoice Fairhomes Property accordingly.

13. Golant Car Park

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

- It was noted that there is a fee payable to Flowbird to change the prices in the car parking machine, which makes changing prices less beneficial.
- Councillor D Bonsall said that the Just Park payments have not been transferred to the parish council's bank account. Councillor D Jenkinson said that he would follow up this matter with Alliance.
- Councillor P Meredith asked councillors to consider whether the parish council wants a formal motorhome parking area in the car park. Councillor N Smith said that it would be impossible to police and would not give any benefit to the parishioners. He said there would be a cost involved in changing the tariff in the car parking machine and in delineating the bays. Councillor D Bonsall said that there is no signage prohibiting them parking there at the present time and it was agreed that signage is required prohibiting

overnight sleeping. Councillor S Hubner said that he did not think parishioners would welcome a motorhome parking area in the car park.

- It was agreed that Councillor N Smith would review the parking permit application form .
- Councillor S Hubner would review the design of the parking permits, and it was agreed that a new permit design (that would be applied to a windscreen) would oblige us to provide a permit for each vehicle in a household.

14. 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 19th January 2026 until Sunday 2nd February 2026 inclusive for refurbishment works to be undertaken.

15. Kayak Storage Facility

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

Councillor S Hubner said that the facility may be oversubscribed so extra racking will be required to the rear of the building which he said would cost approximately £500. He said that the area at the back of the building would need to be landscaped to facilitate its use.

16. Village Green and Playground

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

Councillor N Smith said that, during the winter months, he will inspect the play equipment fortnightly as opposed to weekly in the summer and will report to the parish council on his findings on a quarterly basis. Councillor C Taylor said that he will cut the grass prior to the Christmas Fayre.

17. Highways

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

The Chairman said that EOIs are now open for highways improvements via the Cornwall South CAP. Councillor S Hubner asked the Chairman to contact Rachael Tatlow regarding a meeting on site to discuss Torfrey Crossroads.

18. 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. The Clerk explained that payment of the grant will not take place until the works have been completed with photographic evidence, with invoices having to be sent to Cornwall Council. The work must be completed by 31/03/25 to receive the grant. It was proposed by Councillor D Jenkinson and seconded by Councillor P Meredith that Councillors S Hubner and D Bonsall draft specifications for the works and obtain quotations from appropriate companies for these works. All councillors voted in favour of the proposal. The proposal was therefore carried. The Clerk emphasised that selection of the contractor/s must be approved by the parish council.

19. Budget and Precept

To receive and consider the budget and precept for 2026/27

Figures detailing the current year's precept, the income and expenditure as at 31st October 2025 and an estimation of expenditure until 31st March 2026 were circulated in advance of the meeting. Councillors had circulated suggested budget figures for 2026/27 regarding their cost centres prior to the meeting. The Chair thanked all councillors for their valuable input. The Chair reminded councillors that the precept for 2025/26 was £6100, and the Clerk said that the External Auditor will scrutinise any increase in this figure of more than 15% as it will be regarded as a significant variance.

Councillor D Bonsall explained that the projected income for next year from the car park is based on historical data. Some concern was expressed about the parish council relying on this sole income stream as it is, to some extent, unpredictable. Councillor D Bonsall said that the cost of changing the tariff on the car parking machine is approximately £300 so it would be cost effective to retain the charges for parking at the current levels. It was noted that following a review by Councillor Hubner, the charges are on a par with other car parks in the vicinity. Councillor D Bonsall explained that approximately 14 parking permits were issued for 2025/26, and this is likely to remain the same for 2026/27. It was agreed that the charge for car parking permits will remain the same for 2026/27 as while a permit gives the user the freedom to park a car in the car park every day of the year, in reality, no one does this and just uses it occasionally. In this respect, it may be more cost effective for a user to buy a ticket from the machine when they do park in the car park as opposed to purchasing a permit.

Councillor N Smith said that a modest reserve each year should be set aside for replacing the car parking machine, re-surfacing the car park and re-painting the white lines.

Councillor P Meredith said the annual cost of running the toilet is £4425 for 2025/26 but he hopes to reduce this to £3,500 for 2026/27 by changing the toilet cleaning contract. He said that the refurbishment of the toilet should reduce water consumption although electricity usage will remain the same. He said the cost of refurbishing the public toilet is approximately £5,000 but this will be paid from the 2025/26 budget.

Councillor S Hubner said the kayak storage fee rose from £35/annum in the first year to £40 in the second year. It was agreed that there would be no change to this fee for 2026/27. Councillors S Hubner and P Meredith suggested setting aside £3,000 in the budget for painting the exterior of the toilet and kayak store with £1,200 of this coming from the asbestos grant to paint the soffits with professional paint for asbestos.

Councillor N Smith said that he has attempted to formulate a contract for the grass cutting and footpath maintenance for 2026/27 and given the desire to cut the grass more frequently, he suggested that the grass be cut 8 times a year instead of 5. Allowing for an inflationary increase, he explained that he has suggested a budget of £2575 and that he estimates the improvements to the village green car parking area would cost approximately £1,800. He said that a modest reserve each year should be set aside for replacing the play equipment.

Some discussion took place regarding general, earmarked and ring-fenced reserves and it was unanimously agreed that earmarked reserves should be set aside for items such as the play equipment, the car parking machine and the toilet and kayak store which is a practise not undertaken before by the parish council. In addition, it was agreed that the parish council is relying principally on an unpredictable source of income from the car park, and this has to be considered in the process of setting the precept. It was proposed by Councillor S Hubner and seconded by Councillor C Taylor that the precept for 2026/27 be £7,625 which represents a 25% increase compared to 2025/26. This increase would be to effectively begin the process of rebuilding reserves for future asset repairs or replacements. All councillors voted in favour of the proposal. The proposal was therefore carried.

21. Date of next meeting

To confirm the date and venue of the next meeting on Tuesday 27th January 2026 commencing at 7pm in Golant Village Hall.

The date and venue of the next meeting was confirmed as Tuesday 27th January 2026 commencing at 7pm in Golant Village Hall.

The meeting was closed at 9:30pm.

ST SAMPSON PARISH COUNCIL MEETING

25th November 2025

ACTION POINTS

<u>Minute Number</u>	<u>Action</u>	<u>by Whom</u>
5	AVB to provide quotation for works to improve parking on village green	CT
14	Ask Just Park to transfer payments to the bank account	DJ
13	Review parking permit application form	NS

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| 13 | Review design of parking permits | SH |
| 17 | Contact Rachael Tatlow regarding a
on site meeting to discuss Torfrey Crossroads DJ | |