

**MINUTES OF THE ST SAMPSON PARISH COUNCIL MEETING HELD
ON TUESDAY, 24TH JUNE 2026 AT 7PM IN GOLANT VILLAGE
HALL, GOLANT**

Present: Councillors C Taylor, N Smith, C Gabb, P Meredith and S Hubner.

Sue Blaxley (Parish Clerk/RFO)

Public Participation

None

1. Apologies

Apologies were received and accepted from Councillor D Bonsall and Cornwall Councillor Ian Wilson.

2. To confirm the minutes of the meeting held on Tuesday 26th May 2026

The minutes of the meeting held on Tuesday 26th May 2026, having previously been circulated, were agreed as an accurate record.

3. Declaration of interest in items on the agenda

Councillor P Meredith 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 P Meredith reported that he has not purchased the grit/salt but will do in October
- Councillor S Hubner reported that he has chased the non-payers of kayak storage but has not received any responses. It was agreed that further discussion will take place regarding the kayak racks under the relevant item on the agenda.
- Councillor C Taylor said that he has identified two potential sites on the Downs for replacement benches.
- In the absence of Councillor D Bonsall, it was not known whether he had ascertained if there is a housing requirement for the parish.

- Councillor P Meredith reported that the kayak which was being stored on the outside rack has now been removed.
- Councillor C Taylor said that he has removed the broken bench from the Village Green.
- The Chair said that he has not yet contacted Cornwall Council regarding the water fall onto Water Lane.

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

None

5. To receive the Chairman's Communications

To receive and consider matters of particular concern raised by parishioners and which are not included as agenda items

The Chairman reported that any communications he has received will be reported under the relevant agenda items.

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

None

7. To receive a report from the Clerk

None

10. To receive a report from the Cornwall Councillor

Cornwall Councillor Ian Wilson circulated a report before the meeting which read as follows: "I had a meeting with police on Saturday 13th June with local stakeholders to discuss the continuing problems of anti-social behaviour, predominantly in Par but sadly spreading around our division. One important detail to come out of the meeting was the importance of reporting anti-social behaviour incidents to the police. This is the only way problems are logged and resources can be allocated. There is a tendency for people not to report incidents in the belief that nothing gets done so why bother. Without reporting, resources will not be allocated as it will appear nothing is needed. There will be a summer bus service from St Austell to Fowey via Polmear (servicing Polkeris) as promised by Go Cornwall Bus. It will run

hourly beginning on the 26/7/2026 and run until 31 August 2026 and will be the 24B”.

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

Mrs S Blaxley (Salary and Expenses) - £360.04
Cornwall Pension Fund (Pension Contributions) - £86.46
Flowbird Smart City (Car Park) - £77.95
David Bonsall (Post and base and emergency battery back-up) - £157.48
Source for Business (Water for Toilet) - £51.22
Paul Meredith (Cleaning Materials for Toilet) - £3.85
Cynthia Tabb (Toilet Cleaning) – £208.00

DIRECT DEBITS – MAY 2026

Ionos Cloud - £24.00
British Telecom (Car parking Machine) - £99.83
AIBMS (Car Parking Machine) - £29.74
Intuit Ltd (Quickbooks) - £67.20
British Gas (Electricity for Toilet) - £16.73
HMRC (PAYE) - £165.80
Unity Trust Bank (Bank Charges) - £7.00

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

It was proposed by Councillor S Hubner and seconded by Councillor N Smith that the Clerk sets up a variable direct debit to pay Flowbird. All councillors voted in favour of the proposal. The proposal was, therefore, carried.

Councillor N Smith said that, with hindsight, it would have been preferable if the Village Hall had purchased the battery back up and the parish council could then have refunded the money to them as a donation. It was agreed that the battery back up should be kept powered up constantly as opposed to stored in a cupboard and used when needed.

Councillor S Hubner said that he would be linking the bank account to Quickbooks from 1st July 2026. He said that, in the future, kayak permits should be applied for and the parish council should then send them an invoice for payment as opposed to the present system.

10. Finance

To receive and consider the current statement of accounts

The Clerk reported that income in the sum of £1833.65 had been received from the car parking machine and £140 from income generated by parking. She said that the accounts balance at £15,077.88. However, £1200 is the asbestos grant, £5292 is ringfenced for the playground, £500 for elections and there is a general reserve of £14,251.

11. Audit 2025/26

To receive and consider the Internal Audit Report

The Clerk reported that there were no issues raised in the Internal Audit Report. The Internal Auditor had noted that an IT Policy and a Data Protection Policy should be in place. Councillor N Smith said that he was working on these policies.

To register any conflict of interest with BDOLLP

Councillors agreed that there are no conflicts of interest with BDOLLP.

a) To approve the Annual Governance Statement for 2025/26

It was proposed by Councillor C Taylor and seconded by Councillor C Gabb that the Annual Governance Statement for 2025/26 be approved. All councillors voted in favour of the proposal. The proposal was, therefore, carried.

b) To approve the Accounting Statements for 2025/26

It was proposed by Councillor S Hubner and seconded by Councillor P Meredith that the Accounting Statements for 2025/26 be approved. All councillors voted in favour of the proposal. The proposal was, therefore, carried.

12. Policies

To receive and consider the following policy:

IT Policy

Councillor N Smith said that he had circulated this document to councillors prior to the meeting. It was proposed by Councillor P Meredith and seconded by Councillor C Gabb that the IT Policy. All councillors voted in favour of the policy. The proposal was, therefore, carried. The Chair signed the policy and it will be uploaded onto the website.

The Chairman thanked Councillor N Smith, on behalf of the parish council, for his work in drafting this policy.

13. Website

To receive and consider matters arising relating to the website

Councillor N Smith said that a FAQ page is required on the website. It was proposed by Councillor N Smith and seconded by Councillor S Hubner that Western Web be instructed to do this. All councillors voted in favour of the proposal. The proposal was, therefore, carried.

Councillor N Smith said that in the document storage facility, a shared space exists where councillors can view all documents. He said that an area should be set up for use by the Clerk and Chair only. It was proposed by Councillor C Gabb and seconded by Councillor N Smith that Councillor D Bonsall be asked to do this. All councillors voted in favour of the proposal. The proposal was, therefore, carried.

In addition, Councillor N Smith said that a shared internal calendar should be set up, the content of which would be managed by the Clerk. It would include, among other dates, dates of meeting, dates that contracts are due for renewal and dates to act as reminders that certain items need to be included on the agenda. It was proposed by Councillor S Hubner and seconded by Councillor P Meredith that Councillors D Bonsall and S Hubner be asked to set up a shared internal calendar under the Clerk's email address. All councillors voted in favour of the proposal. The proposal was, therefore, carried.

The Chair questioned whether a parishioners' calendar should be established. Councillor N Smith said that, with the current system, it is not possible to have a shared space for parishioners to use. It was agreed that Councillor D Bonsall be asked to look at vulnerabilities on the website. It was noted by councillors that Councillor N Smith's efforts regarding the website are greatly appreciated.

14. Golant Car Park

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

Councillor S Hubner reported that there is sufficient ticket roll in the car parking machine. Councillor N Smith said that a new blue bin has been sited at the end of the car park next to the metal bin. It was agreed that Councillor C Taylor would write a letter to the owner of the bins explaining that the parish council cannot accept responsibility for the bins being placed on parish council land and that the public often confuse the bins as public litter bins as well as the potential for the bins to attract vermin and therefore ask them to be removed from the parking spaces.

Councillor C Taylor said that he has confirmed that the parish council is still interested in the provision of electric charging points in the car park.

15. Public Toilet

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

Councillor P Meredith reported that blockages are occurring on a frequent basis between the two manholes. He said that this is due to a dip between the two manholes. He said that SWW take responsibility for flushing out the pipe at no charge to the parish council and that, eventually, they will resolve the issue. It was agreed that the cleaner is doing an excellent job.

16. Kayak Storage Facility

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

Councillor S Hubner explained that there is a demand for additional kayak storage and he will obtain a quotation for extending the rack and

for the provision of a new, longer rack. In addition, he said that additional kayak storage could be provided between the two doors.

Councillor C Taylor stated that consideration needs to be given to the management of the facility in totality. Councillor S Hubner said there is no means of knowing whose kayak is whose. Councillor C Gabb said that each kayak could be numbered to correspond with the rack on which the kayak is stored. Councillor S Hubner said that there are some kayaks stored in the facility which are never used and others store two or three kayaks in the facility. It was agreed that Councillors S Hubner and P Meredith would obtain quotations for additional racking and for stickers to enable the kayaks to be numbered and to discuss a registration process for the stored kayaks.

17. Village Green and Playground

To receive and consider any matters relating to the Village Green

Councillor N Smith said that he would purchase an “Access Only” sign for the entrance to the Village Green. Councillor P Meredith said that, last year, the parish council filled the holes in the gravel area. He said that further infilling will be required at the end of the summer and that he will order the appropriate materials from Baileys. Councillor P Meredith said that, last year, the GQUA filled the holes in the gravel area. Councillor C Gabb asked if there was a safety issue in the meantime. It was agreed that there is not a safety issue. Some discussion took place about inviting financial contributions for this work for those with right of access. It was agreed that it would not be appropriate for these repairs but if major work to the area was needed, this issue would be discussed again.

18. Highways

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

Councillor C Taylor reported that a tree fell onto Water Lane which councillors cleared. He said that this necessitated closing the road during the works. It was agreed that diversion signs are required when roads are temporarily closed in the parish.

Councillor C Taylor said that there is an ingress of vegetation on both sides of Church Hill. He said that he will send out a Maurie Mail reminding landowners to cut their hedges.

Councillor P Meredith said that a specialist is due to inspect the road which runs past Bodrigan.

Councillor P Meredith said that a small amount of vegetation falls over the wall onto the road at the Cormorant development when maintenance of the communal area takes place as the cuttings are deposited next to the wall on the site. Councillor N Smith said that a number of trees on the boundary of the Cormorant development are engrossed with ivy which will make the trees more vulnerable to falling.

19. Footpaths and Benches

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

Councillor S Hubner reported that Councillor D Bonsall has purchased an additional post which will be sited by the stile between fields 1 and 2 to mark the Saints Way. He said that he and Councillor D Bonsall will erect the sign.

Councillor C Taylor reported that there are two fallen trees on the Lower Downs path which Cornwall Council will attend to. He said that the Upper Downs path has been strimmed and that Andrew van den Broek has cut the criss cross path.

Councillor C Taylor said that some of the existing benches do not match the viewpoints but to site benches on the sites which do have viewpoints would require the sites to be levelled before benches can be sited in these locations. Some discussion took place as to whether new benches would be covered under the Enhanced LMP.

20. Co-option

To receive and consider applications for co-option onto the parish council

None. It was agreed that the Chair would send out a Maurie Mail reminding parishioners of the vacancy.

PART 2

Under the Public Bodies (Admission to Meetings) Act 1960, Section 1 (2), members of the press and public were excluded from the meeting due to the personal financial information to be discussed.

The Clerk left the meeting during discussion of the following item.

21. Replacement Clerk

To receive and consider the terms and conditions of employment for the replacement clerk

The terms and conditions of employment for the replacement clerk were discussed.

22. Date of next meeting

To confirm the date and venue of the next meeting on Tuesday 28th July 2026 commencing at 7pm in Golant Village Hall.

The date and venue of the next meeting was confirmed as Tuesday 28th July 2026 commencing at 7pm in Golant Village Hall.

The meeting was closed at 9pm.

ST SAMPSON PARISH COUNCIL MEETING

24th June 2026

ACTION POINTS

<u>Minute Number</u>	<u>Action</u>	<u>by Whom</u>
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4	Purchase grit/salt	PM
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4	Ascertain if there is a housing requirement	
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	for the parish	DB
4	Speak to Cornwall Council about water fall onto Water Lane	CT
9	Set up direct debit for payments to Flowbird	SB
12	Upload IT policy onto website	NS
13	Ask Western Web to set up FAQ page on website	SB
13	Set up document storage area for Clerk/Chair's viewing only	DB
13	Set up shared calendar	SH/DB
13	Ascertain vulnerabilities of website	DB
14	Letter requesting removal of bins from car park	CT
16	Obtain quotations for additional kayak racking and stickers for kayaks	PM/SH
17	Purchase "Access Only" sign	NS
17	Order gravel for Village Green access road	PM
18	Send out Maurie Mail asking landowners to cut vegetation on Church Hill	CT
19	Erect sign on Saints Way	PM/DB
19	Enquire whether new benches can be part of Enhanced LMP grant	DB
20	Send out Maurie Mail advising parishioners of vacancy on parish council	CT

