

CARDINHAM PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING

Held in Cardinham Parish Hall on Tuesday 17th March 2026 at 7:30pm

The clerk advised that the meeting was being recorded.

Present: Cllr P Claridge (Chair), Cllr G Tucker (Vice-Chair), Cllr R Farley, Cllr L Sutton, Cllr A Bonker, Cllr K Rowe, Cllr G Rogers, Cllr R Tyers, Cllr D Saunter, Cllr T Irwin, County Cllr C Batters, J Wilson (outgoing Parish Clerk/RFO), S Warburton (incoming Parish Clerk/RFO).

There were no members of the public present.

The Chair welcomed everyone to the meeting.

037/26 Apologies

None.

038/26 Declaration of Interests and Requests for Dispensations

Cllrs P Claridge and L Sutton declared their interest in item 12 Finance Reports and Payment of Accounts.

039/26 Public Session

None.

040/26 County Councillors Report

Cllr Batters reported on the following issues:

- The ongoing issues with the road from the bottom of Peachys Hill to Woodside school entrance. The road is closed and a diversion is in place. Repairs have been scheduled for April, i.e. the new financial year.
- At the recent Camel Valley Community Area Partnership meeting there was a presentation by Cormac Ltd, and they provided information on the number of potholes being repaired currently every day. This has increased from the usual number of around 200/day to around 750/day.

Cllr Batters then left the meeting.

The Chair and Vice Chair presented the Clerk with a bouquet of flowers in thanks for service, this being the last meeting she will attend, and the Clerk thanked the Councillors for all their help over the years.

041/26 Minutes of the Previous Meeting held on 17th February 2026

The minutes of the previous meeting had been circulated. The minutes for the previous meeting were proposed by Cllr R Tyers, seconded by Cllr K Rowe, and agreed by all as a true record of the meeting and signed by the Chair.

042/26 Matters Arising from the meeting held on 17th February 2026

- The new defibrillator battery has been obtained and installed in the Littledowns Defibrillator by Cllr R Tyers.
- Cllr G Rogers has agreed to Chair the May meeting as both Cllr P Claridge (Chair) and Cllr G Tucker (Vice Chair) will be away on the 19th of May.
- The Direct Debit has been set up for the waste contract with Biffa.

043/26 To ratify the approval of the appointment of the new Parish Clerk/RFO

The personnel committee had made their recommendation regarding the appointment of the new Clerk and had circulated the relevant details via email to all Councillors. Councillors approved this decision unanimously by email, with the agreement that the decision would be ratified at the March meeting.

Cllr G Tucker proposed and Cllr R Farley seconded to ratify the approval of the appointment of Sue Warburton as the new clerk, with the start date being the 1st April 2026. All in favour. The contract was signed at the end of the meeting.

044/26 Planning Decisions

[PA25/09387](#) Hole Corner Lower Road Mount Bodmin Cornwall PL30 4EY. Construction of single storey side extension, with internal alterations and construction of detached single storey garage, carport & associated driveway alterations. **Approved**

045/26 Planning Applications

None.

046/26 To Consider any further updates from Cllrs P Claridge, R Farley and R Tyers regarding the website/agreed IT proposal (implementation of dedicated authority-owned email accounts for parish councillors)

The website is now live and has a high accessibility score. As it is a work in progress, suggestions can be made on what to add. Links can be added for .gov.uk websites only.

Thanks once again to Cllr R Tyers for implementing the changes to the email addresses and the official Cardinham Parish Council website.

047/26 Update on speakers for the Annual Parish Meeting (to be held on 6th May 2026)

Steph Goode from Neighbourhood Watch is unable to attend our Annual Parish Meeting. The police have responded to acknowledge receipt of the request but have not confirmed if someone will be available to come and speak on the 6th of May. Clerk to chase this up with either Inspector Adam Stonehill or one of the PCSOs.

048/26 Finance reports and payment of accounts

048a/26 Consider the requests for Donations

- St Meubreds Church
Cllr L Sutton declared an interest in this item and left the room.
The request was for a donation towards the repairs to the tower, and a letter of support regarding the Heritage Lottery grant application.
Cllr D Saunter proposed and Cllr K Rowe seconded that the Parish Council should send a letter of support. All in favour.
Cllr D Saunter proposed a donation of £250.00, seconded by Cllr G Rogers, majority in favour, one abstention, Cllr Sutton had declared an interest so couldn't vote.
Cllr L Sutton returned to the meeting.
- Cornwall Children's Hospice SW
It was agreed to take no action at this time regarding the request by the CHSW for a donation.
Proposed by Cllr G Tucker, seconded by Cllr R Tyers, all in favour.

048b/26 Chairs Honorarium

Cllr P Claridge declared an interest in this item and left the room. Cllr G Tucker took the Chair.

Cllr L Sutton proposed an honorarium for the Chair for the 25/26 year of £250.00, seconded by K Rowe, all in favour.

Cllr P Claridge returned to the meeting and took the Chair.

048c/26 Payment of Accounts

The receipts and payments report for March 2026 showed:

1.Receipts of £nil

2.Payments of £1,087.70 in February, made up of:

- HMRC – Tax and ER’s NIC on clerk’s wages - £119.12
- J Wilson – Clerk’s wages net - £415.31
- J Wilson – Clerk’s expenses - £48.60
- Dr P Claridge – Chair’s Honorarium - £250.00
- St Meubred’s Church – donation (from Community Project fund) - £250.00
- Lloyds –January Bank Charges - £4.67

Cllr G Rogers proposed and Cllr D Saunter seconded to authorise the payments list. All in favour. A Payments List, Budget to Actual comparison and a bank reconciliation for the current period had been prepared and circulated to all Councillors. Bacs Payments were completed by the Chairman at the end of the meeting.

It was proposed by Cllr R Tyers that the two Barclays Accounts be closed, and the funds be transferred to the Lloyds account and earmarked as being for the maintenance of the bench, purchased in memory of a parishioner, or a similar connected project. The clerk had drafted a letter to facilitate the closure of the two account and the transfer of the funds to the Lloyds account, and this was signed by the Chair and Vice Chair and will be posted immediately.

49/26 Correspondence

Most correspondence has been sent by email during the month. The following items came via Royal Mail:

- Further correspondence from Childrens Hospice SW regarding the fun run event they are holding on 20th June, with some posters for the noticeboards.
- Glasdon Street Furniture brochure
- Invoice for the waste collection – these should now come via the new email address.
- Elan City speed visors brochure.

050/26 To Consider and Adopt the Proposed Safeguarding Policy

Cllr D Saunter proposed and Cllr K Rowe seconded to adopt the Safeguarding Policy. All in favour. This has been added to the new website.

051/26 To Re-adopt the revised Internal Control Policy

Cllr K Rowe proposed and Cllr L Sutton seconded to readopt the Internal Control Policy which has been amended to reflect the change in bank and to amend the name of the Chair. All in favour.

052/26 To Consider the Consultation on the River Camel Development Order

It was agreed that Councillors could complete this on an individual basis rather than completing it as a Parish Council.

053/26 Footpaths issues and to consider signing up for 26/27 LMP

- Kissing gate in Cardinham– it was agreed to keep this on hold until the ground has dried out.
- Bunnys Hill – for maintenance purposes, the Parish Council requires information on who owns the land adjacent to Bunnys Hill. Cllr R Tyers will look into this and report back at the April meeting.
- Fallen tree at Cabilla on bridleway 508/21/1 – Cllr G Tucker will have a look at this and report back at the April meeting.

054/26 Highways Issues

The following highways issues were noted:

- The road from Bottom of Peachys Hill to Woodside – the closure is extended to April. It was requested to check that emergency services have been informed of the closure by Cormac and are aware of the diversion in place. Clerk to action.
- There is a rotten post that needs replacing - for the gate by the cattle grid leading onto the slip road/flyover from the Airfield Road. To be reported on the interactive mapping. Report to Cllr Batters as well.

055/26 Parish Matters

- Cllr R Tyers reported that there had been fly-tipping of builders' rubble on Postman's Lane on the 5-ways side of the cattle grid. W3W:///instructs.kicks.taller to W3W:///reduce.cemented.escape.

056/26 Items for the next agenda

- Speaker for Annual Parish meeting.

There being no further business, the meeting was closed at 9.30pm.

Chairman:

Date: 21/04/2026