

CARDINHAM PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING

Held in Cardinham Parish Hall on Tuesday 19th May at 7:30pm

The clerk advised that the meeting was being recorded.

Annual General Meeting 2026

073/26 Election of Chair and Vice Chair

Prior to the meeting both Cllr Claridge and Cllr Tucker advised that they were happy to remain in their current roles of Chair & Vice-Chair respectively.

Chairman Cllr P Claridge Proposed by Cllr L Sutton, seconded by Cllr R Tyers. All in favour

Vice-Chairman Cllr G Tucker Proposed by Cllr K Rowe, seconded by Cllr R Farley. All in favour

Action – The Clerk will ensure that the relevant paperwork is signed by both the Chair and Vice-Chair at the next meeting on 16th June 2026.

074/26 Election of Sub-Committees

Discussions took place on which councillor's members would sit on the sub committees and the following was agreed

Personnel: Chair, Vice-Chair, Cllr L Sutton, Cllr R Farley- Proposed by Cllr R Tyers, seconded Cllr K Rowe

Finance: Chair, Vice-Chair, Cllr T Irwin, Cllr R Tyers - Proposed by Cllr L Sutton, seconded by Cllr K Rowe

Footpaths: Chair, Vice-Chair, Cllr A Bonker, Cllr T Irwin, Cllr R Farley - Proposed Cllr K Rowe, seconded by Cllr L Sutton

Cemetery/Burial: Chair, Vice-Chair, Cllr G Rogers, Cllr A Bonker, Cllr D Saunter - Proposed Cllr R Tyers , seconded by Cllr R Farley

Parish Hall Rep: Vice-Chair - Proposed Cllr K Rowe, seconded Cllr L Sutton

Health & Safety: Vice Chair, Cllr K Rowe, Cllr R Tyers- Proposed by Cllr R Farley, seconded by Cllr L Sutton

Planning: Chair, Vice-Chair, Cllr G Rogers, Cllr A Bonker, Cllr R Tyers – Proposed Cllr K Rowe, seconded by Cllr L Sutton

Website Action Team: Chair, Cllr R Tyers, Cllr D Saunter – Proposed Cllr R Farley, seconded Cllr L Sutton

Highways: Chair, Cllr G Rogers, Cllr R Farley, Cllr K Rowe – Proposed L Sutton, seconded Cllr R Tyers

School Representative: Cllr R Farley – Proposed Cllr R Tyers, seconded Cllr K Rowe

Action – The clerk to email all councillors absent from the meeting regarding their roles on various sub committees with a request to be advised of any issues.

Monthly Meeting May 2026

Present: Cllr G Rogers (acting Chair), Cllr R Farley, Cllr L Sutton, Cllr A Bonker, Cllr K Rowe, Cllr R Tyers, Cllr T Irwin, S Warburton (Parish Clerk/RFO).

The Chair welcomed everyone to the meeting.

075/26 Apologies

Cllr P Claridge, Cllr G Tucker, Cllr D Saunter, Cllr T Irwin. Cornwall Councillor: County Cllr C Batters

076/26 Declaration of Interests and Requests for Dispensations

None

077/26 Public Session

Trevor Smith, Hon Treasurer and Trustee, from Cardinham Tennis and Sports Club attended the meeting. He outlined the clubs plans to develop the club into a multi-sport venue and how they are looking to attract new members. These plans are in 2 phases.

Phase 1 to resurface the existing court to enable it to be used for sports in addition to tennis

Phase 2 to re develop the existing club house.

The club are looking for financial support from the Parish Council in respect of Phase 1. This was discussed by the councillors under agenda item 16 (ii)

078/26 County Councillors Report

County Cllr Batters was not at the meeting.

Action – Clerk to chase for an update on action from previous meeting- details below.

062/26 Matters Arising from the meeting held on 17th March 2026

Action from March meeting

- 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.
- Update at April meeting – Cllr R Tyers advised of his findings in respect of the land registry. Following further discussion at the meeting,

Action - Parish Clerk to email County Cllr Batters with exact location of issues, using W3W and request that he contacts Cornwall Highways to address the Parish Council's concerns.

Cllr Sutton raised concerns re planning notice for Kernow slide, original planning application PA24/05867, was followed by an appeal with conditions. The new application - PA26/02376 asks for condition 7 to be lifted. Cllr Sutton was unable to locate the details on respect of this and requested clarification was sought from County Cllr Batters.

Action – The Clerk to email County Cllr Batters requesting clarification.

079/26 Minutes of the Previous Meeting held on 21st April 2026

The minutes from the previous meeting had been circulated. The minutes for the previous meeting were proposed by Cllr K Rowe, seconded by Cllr L Sutton, and agreed by all as a true record of the meeting and signed by Cllr G Rogers acting Chair

080/26 Matters Arising from the meeting held on 21st April 2026

Agenda item 069/26

Cllr R Farley advised the meeting that she had raised an issue with Countryside Service (Bridleway 508/32/1) had not been fully resolved.

Action – Cllr Farley to forward photographic evidence to the clerk who will follow up with Cormac.

The clerk advised that all remaining actions from the previous meeting were completed.

081/26 Planning Decisions

- (i) [PA26/02184](#) Callybarrett Farm Callybarrett Road Cardinham Bodmin Cornwall PL31 2AZ. Prior Notification for a 7-bay steel portal framed general purpose agricultural storage building. **Decision – Planning Permission Required**

082/26 Planning Applications

- (i) [PA26/02723](#) Barn South West Of Higher Carblake Cardinham Bodmin Cornwall PL30 4HH. Prior approval for change of use of barn to 8 residential units including building operations necessary for the conversion

Concerns were raised by Cllr L Sutton regarding access in respect of this development. In addition, Cllr R Tyers also raised concerns and recommended to the councillors that the following response was sent to Cornwall planning department "Cardinham Parish council still feels that there are issues around the

access to the development and we feel that the development of the site is best suited to a full planning permission not class Q". It was proposed by Cllr L Sutton, seconded by Cllr R Farley. All agreed with one abstention.

Action – Clerk to advise the planning department of the issue/concerned raised.

- (ii) [PA26/01068](#) Upgrading septic tanks and small sewage treatment plants within River Camel Special Area of Conservation. **Status Awaiting Decision**

Following discussion, it was agreed that this development was necessary to upgrade the existing septic tanks and sewage treatment works.

083/26 Repairs required to village Information Hub & Telephone Box

Cllr Loveday gave a brief overview of the work that was required to tidy up the Information Hub and it was agreed that a working group would meet on Wednesday 27th May at 7.30pm to undertake the work

Action – Clerk to advise all councillors of the date & time.

084/26 Parish Council Insurance

Prior to the meeting a tender document had been drafted and circulated by the Clerk with 3 possible insurers identified. Further questions were asked by Cllr Tyers, regarding the policy that was being offered by the Parish Council's existing insurer Zurich as to why a lower quote was not being considered, the Clerk advised that it did not provide adequate cover for specific items e.g. the war memorial. After further discussion it was agreed that Zurich would be the preferred supplier, proposed by Cllr R Tyers, seconded by Cllr K Rowe, all in favour

Action – The Clerk to contact Zurich to arrange renewal along with payment of premium for 2026-2027.

085/26 Amendment to Safeguarding Policy – Cllr R Tyers

Cllr R Tyers advised that he had discussed and agreed with the chair that the current wording within the draft Safeguarding Policy – Section 8 Reporting Concerns needed to be amended as follows

The wording that Clerk (DSO) "the DSO will consider whether to refer the matter..." should be replaced with "the Parish Clerk will refer the matter directly... ". A copy of the new wording was handed to the Clerk

Action – Clerk to update the draft policy and bring to the next meeting for approval and signing by the Chair, prior to be uploaded to Cardinham Parish Council website

086/26 Finance reports and payment of accounts

1. Receipts

Cornwall Council	LMP 25-26	£2294.24
------------------	-----------	----------

2. Payments of £1963.69 in May, made up of

J Wilson	Wage	£512.24
Sue Warburton	Wage	£417.00
Sue Warburton	Expenses	£124.40
HMRC	Tax – J Wilson	£128.00
Lanhydrock	Invoice no 5992	£427.80
Cardinham School	Donation to purchase outdoor equipment	£100.00
Cardinham Tennis & Sports Club	Donation – Phase 1 refurbishment of court	£250.00
Lloyds Bank	Bank Charges	£4.25

Cllr L Sutton proposed and Cllr K Rowe seconded to authorise the payments list. All in favour. BACS payments were completed by the Clerk at the end of the meeting.

087/26 Correspondence**(I) Request for donation from Cardinham School**

Prior to the meeting the Clerk shared with the councillors a request on behalf of the Cardinham School PTA for a donation towards the purchases of outdoor play equipment totalling £250. Following a discussion, it was proposed by Cllr Sutton, seconded by Cllr Rowe and agreed by all that the Parish Council would donate £100 towards the cost from its Community Fund.

Action - The Clerk to obtain BACS details and arrange payment.

(II) Request for donation from Cardinham Sports Club

Prior to the meeting the Clerk shared with the councillors a request on behalf of Cardinham Tennis & Sports Club for a donation towards the development of the club. Trevor Smith, Hon Treasurer and Trustee address the meeting during the public session and highlighted how any donation would be used as part of the £15,000 required to secure match funding from Sport England to enable Phase 1 - the refurbishment of the court surface to be undertaken. Following a discussion it was proposed by Cllr Tyers, seconded by Cllr Rowe and agreed by all, that the Parish Council would donate £250. Mr Smith thanked the committee and advised they only required a further £1500 to reach their £15,000 target.

Action - The Clerk to obtain BACS details and arrange payment.

(III) Marathon Medal

Prior to the meeting the clerk shared an email from Sharon Hambley from the Beacon Beast Crew she was seeking permission from the Parish Council to use an image depicting Cardinham for their forthcoming marathon. Following a discussion, it was agreed that an image of St Meubred's Cross best represented the village.

Action -The Clerk to advise Sharon Hambley of the councillor's suggestion.

088/26 Footpath issues

Cllr Farley advised the councillors that the New Parks kissing gates have still not been installed.

Action – The Clerk to contact Cllr Tucker to obtain an update for their installation.

089/26 Highways Issues

Cllr Rogers advised the meeting that he would like an update from Cormac on the works schedule for repairs to the cattle grid ref UF999HEAT Mount Rd AJ.

Action – The clerk to request an update on the back of the last email received from Cornwall Streetworks Team on 29th April.

090/26 Parish Matters

Cllr Sutton & Cllr Rowe raised at the meeting they were still experiencing issue gaining access to the new Parish Council website.

Action – The Clerk to resend the link to the new website

091/26 Items for the next agenda

No items advised

There being no further business, the meeting was closed at 9.17p.m.

Chairman:

Date: 16/06/2026