

CARDINHAM PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING

Held in Cardinham Parish Hall on Tuesday 21st July at 7:30pm

The clerk advised that the meeting was being recorded.

Present: Cllr P Claridge, Cllr G Tucker, Cllr C Saunter, Cllr G Rogers, Cllr R Farley, Cllr L Sutton, Cllr A Bonker, Cllr K Rowe, Cllr R Tyers, Cornwall Cllr C Batters, S Warburton (Parish Clerk/RFO).
The Chair welcomed everyone to the meeting.

116/26 Apologies

Cllr T Irwin

117/26 Declaration of Interests and Requests for Dispensations

Cllr Tucker & Clerk declared an interest re agenda item 13 finance

118/26 Public Session

No members of the public present

119/26 Cornwall Councillors Report

Cllr Batters provided an update on a number of outstanding actions, as follows,

Agenda item 114/26 Highways Issues – advised that the update he had received from the council is, that the incorrect cross road signage at the school on the road from Millpool will be replaced.

Agenda item 114/26 Highways Issues – advised that Cormac recorded all instances of fly tipping via tracking equipment on their vehicles, checks are undertaken to determine if there is any evidence that can be gathered to support any investigations and prosecutions. Fly tipping instances are recorded/monitored and repeat offending in the same locations would result in the council deploying monitoring equipment. He advised all instances of fly tipping should be report to Biffa to enable the clean up process to be initiated.

Agenda item 115/26 Parish Matters– advised that Cornwall Council are still pursuing the enforcement at Little Deviock and nothing further can be reported.

Agenda item 114/26 Highways Issues – advised that all bridges are inspected on a 2 yearly cycle, defects are recorded and works are prioritised on the severity of the defect. Following recent inspections, Newbridge at Cardinham is not at the top of the priorities list.

Action – The clerk to request a copy of the recent inspection report REF W262180322/W262180961

It was noted that Cardinham would benefit in the next rollout of the 20mph scheme being undertaken by Cornwall Council, due for implementation in early 2027, and that would provide additional protection for children around both school sites.

120/26 Minutes of the Previous Meeting held on 16th June 2026

Discussions took place about the incorrect recording of some councillor's names within June's minutes. The chair advised that at June's Parish Council meeting it was agreed that no councillors would be referred to by name within the minutes, exception being when recording proposers/seconders and action owner/s. The chair requested that June's minutes are approved with the proviso that the clerk removes councillors' names from the minutes, Cllr Rowe proposed and Cllr Tyers seconded this request, all in favour.

Action – The clerk to remove all councillors’ names in line with the above and then re-issue the amended minutes and update those on the website. COMPLETE

121/26 Matters Arising from the meeting held on 16th June 2026

The chair advised that an action log for recording new and on-going actions has been created and would be used to aid discussions under this agenda item. The clerk advised that future versions of the log would be split between those actions that were on going and closed actions.

Agenda item 115/26 Parish Matters

Councillors were advised that a copy of the tourist information leaflet is now available on the website and that the cost for producing physical copies would be approx. £60 per 100. A discussion took place and the councillors voted 5 to 3 in favour of not producing a physical leaflet. A poster has been created containing a QR code linking to the new website and copies of these will be printed and displayed locally, all in favour.

122/26 Planning Decisions

- (i) [PA26/02723](#) Prior approval for change of use of barn to 8 residential units including building operations necessary for the conversion - **Planning Permission required**

No further action required.

123/26 Planning Applications

- (i) [PA26/03921](#) Change of use of annexe to a single dwelling house - **Awaiting decision**

It was agreed that the property was not within Cardinham Parish, no further action required.

- (ii) [PA26/04546](#) Construction of Temperate Rainforest Research Station (including removal of existing mobile homes).’ with variation of Condition 2 of decision notice PA24/09427, dated 04/03/2025. - **Awaiting decision**

The chair proposed that the Parish Council has no objections to this planning application, providing that the property is built in accordance with the new plans. Seconded by Cllr Tyers, all in favour.

Action – The clerk to advise Cornwall Planning department of the above.

- (iii) [PA26/03917](#) Change of use of holiday property to dwelling house- **Awaiting decision**

It was agreed that the property was not within Cardinham Parish, no further action required.

124/26 Information Commissioner’s Office (ICO) – Parish Council’s registration

A discussion took place regarding the need for the Parish Council to register with the ICO, as although the personal data held is only small, registration is required. Cllr Tucker proposed and Cllr Rowe seconded, all in favour, of the clerk registering the Parish Council at a cost of £52 per annum.

Action – The Clerk to register the Parish Council with ICO.

Discussions took place regarding the Enhanced LMP 25/26 which was received too late to be considered in the last financial year. Upon re submission in April 2026, it was granted and funds to undertake all 4 projects were received in June 2026. Cllr Rogers proposed and Cllr Rowe seconded that work could commence on these works, all in favour.

Prior to the meeting the clerk circulated an email advising that there were some Enhanced LMP funds available for 26/27 and it was discussed and agreed at the meeting that a bid to secure some additional funding would be completed. Potential works required are as follows:

1. To erect gates at Castle Farm bridleway
2. New footpath sign, current one has been knocked over – W3W reserved.ruffle.accordion
3. Replace missing gate by the vicar's house, at the end of Cardinham woods, edge of the Kingswood.
4. Replace the style at Bury Lane/Bury wood
5. Footpath sign on the gate at Glebe Farm,

Action – Cllr Tucker to investigate these additional 5 projects within the parish and will provide further details and costings at August's parish council meeting.

126/26 Parish Council Software – to align with CALC guidelines

Prior to the meeting the clerk emailed a document regarding the Parish Council's software. Discussions took place on the need for the Parish Council to ensure that it's laptop's anti-virus software and Microsoft licences are current and that their data is backed up.

McAfee anti-virus software, discussed and agreed the purchase of a package from Amazon for £9.99. Proposed Cllr Tyers and seconded Cllr Rowe, all in favour.

Action – The clerk to purchase and install anti-virus software but to ensure steps are taken not to auto-renew.

Microsoft 365, discussed that new software was required as current software is no longer supported. An alternative free option was suggested LibreOffice. Proposed by Cllr Claridge and seconded by Cllr Rogers

Action – The clerk to download LibreOffice and trial for a month and then provide an update at the next council meeting.

The Parish Council discussed that currently their data is backed up on memory sticks and the need to have a more robust way of storing data. Options to store in the cloud or on hard drives were discussed; it was agreed that the best option was to store across 2 x 500GB hard drives. Proposed by Cllr Claridge and seconded by Cllr Rogers, all in favour to purchase a Storite 500 GB hard drive with a view to purchase a 2nd one if required

Action – The clerk to purchase a Storite 500 GB hard drive and use it to back up all Parish Council data.

127/26 Parish Council Website

The Parish Council Website Host requires access to a credit card when future payments are needed. It was discussed and agreed that Cllr Tyers would provide his card details to the Host and then reclaim approved spend when made. Proposed by Cllr Claridge and seconded by Cllr Tucker, all in favour.

Action – Cllr Tyers to arrange.

128/26 Finance Report and Payments**1.Receipts of £437.66, made up of**

		VAT	Amount
Barclays Bank	Closing balance		£407.66
Aalgaard Renshaw	Refund	£5.00	£30.00

2. Payments of £2212.11, made up of

Payee		VAT	Amount
S Warburton	May wages		£417.00
S Warburton	Additional hours		£291.90
S Warburton	Expenses		£15.36
Cardinham Parish Hall	Hire fee		£125.00
Lanhydrock	Grass cutting	£142.60	£855.60
CALC	Clerk training course	£13.00	£78.00
C & G Tucker	Grass cutting- footpaths		£350.00
Biffa	Waste collection		£75.00
Lloyds	Bank Charges		£4.25

Cllr Saunter proposed and Cllr Rowe seconded to authorise the payments list. All in favour. BACS payments were completed by the Chair & Clerk at the end of the meeting.

129/26 Correspondence

The clerk advised that 2 further emails were submitted following the circulation of the agenda, relating to

- 1.Planning Validation Guide – consultation
- 2.Meeting invite re community energy

These were discussed and agreed no further action was required by the Parish Council, but individual councillors could respond if they so wished.

Correspondence had been received by a member of the council on their application to be part of the Cornwall Planning Partnership a decision will be made following a meeting scheduled for August.

130/26 Footpath issues

Discussions took place regarding the long running issue of the maintenance of the hedges adjacent to Bunny's Hill. Councillors were updated that the ground level vegetation had been cut but this has resulted in high level vegetation hanging down and therefore there was still a road safety issue. It was requested that Cllr Batters be asked again in respect of, agenda item 078/26, as there was still lack of clarity on the ownership of the land adjacent to Bunny's Hill

Action – The Clerk to raise with Highways the issue of overhanging vegetation.

Action – The Clerk to ask Cllr Batters again to seek clarity on the ownership of the land adjacent to Bunny's Hill.

131/26 Highways Issues

An incident was raised concerning a car getting stuck in an unmarked overgrown drainage gully on 20th July 2026. It was noted there are a number of other overgrown gullies within the parish where bollards are missing and that these also need attention.

Action - The Clerk to report to Cornwall Highways the incident with the car getting stuck in an unmarked gully at W3W optimists.segmented.skins. Also, the number of unmarked gullies, across the parish, where there are no bollards and the grass has overgrown so that action can be taken to protect people.

A councillor highlighted an issue with the road towards Fletchers Bridge falling away, this will be reported and ref number shared with the clerk and added to the action log.

The meeting was advised of a foul water leak near the school that had been reported to South West Water the previous month, it would appear that the leak contains raw sewage. It was agreed that the Parish Council would take this forward with South West Water.

Action – The clerk to contact South West Water on behalf of the Parish Council and request the issue is addressed as a matter of urgency due to the presence of raw sewage. W3W hammer.cackling.flying

132/26 Parish Matters

It was noted a stallion and bull were roaming on Treslea Downs, which is not allowed. Following the meeting this was raised with Julie Dowton from Devon and Cornwall Police, who has spoken to the owner of the animals. The stallion has been removed and hopefully in due course the bull will be too.

The faded and missing road markings around Cardinham School were raised.

Action – The clerk to raise with Cornwall Highways the issue of the faded road markings around Cardinham School as this is a safety issue for the pupils at the school. W3W hammer.cackling.flying

133/26 Items for the next agenda

Action – The Clerk to add a closed session to next month's agenda to discuss a possible Council initiative.

Discussion took place on the Parish Council's paperwork that the previous clerk had been storing at her house and the need now to go through all the documents and decide the retention period for each type and where they should be stored. The Clerk advised that she had started work on a retention schedule which would be used to facilitate this activity.

Action – The Chair, Vice-Chair and Clerk will review the documents once the retention schedule is available and decide where essential documents need to be stored.

The meeting was closed at 9.15p.m.

Chairman:

Date: 18/08/2026