CARDINHAM PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING

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

The Chair advised that the meeting was being recorded.

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

The Chair advised at the start of the meeting that this would be The Clerk final meeting and thanked her for the work she had undertaken for the Parish Council.

190/26 Apologies
Cllr D Saunter, Cllr T Irwin, Cornwall Cllr C Batters

191/26 Declaration of Interests and Requests for Dispensations
Nothing declared

192/26 Public Session
No members of the public were present at the meeting.

193/26 County Councillors Report
County Cllr Batters was not at the meeting, due to an ongoing injury. No report was received prior to the meeting. However, Cllr Batters advised that he was awaiting a further update from Cornwall Council regarding the recent damage to a parishioner's car.

194/26 Minutes of the Previous Meeting held on 20th October 2026
The minutes from the previous meeting had been circulated. Cllr Rogers advised an error in the recording of the name of the village St Neot, The Clerk to amend the minutes. The amended minutes were approved by Cllr Tyers and seconded by Cllr L Sutton, 1 abstention, and agreed by all as a true record of the meeting and were signed by The Chair.

195/26 Matters Arising from the meeting held on 20th October 2026
There was a discussion regarding the disturbance caused on Remembrance Sunday by the circling of light aircraft during the wreath laying ceremony. It was felt this was very disrespectful and although had been raised already by various councillors it was felt that a letter from the Parish Council was also required.
Action: The Clerk to write a letter on behalf of the Parish Council *to xxx (Robert to provide name of Chairman)*

A number of the open issues were now identified as resolved.
Action: The Clerk to update the log accordingly.

196/26 Planning Decisions
The following were discussed no further action required.

(i) PA26/05619 Callybarrett Farm Callybarrett Road Cardinham Bodmin Cornwall PL31 2AZ. Erection of an agricultural building. **Approved with conditions.**

(ii) PA26/04009 Lower Tredale Fletchersbridge Hill Cardinham Bodmin Cornwall PL30 4AN. Outline Planning Permission with all matters reserved for the siting of a self build agricultural worker's dwelling. **Approved with conditions.**

197/26 Planning Applications

(i) PA26/01139 PREAPP – Land North East Of Lower Treslea Farm Cardinham Bodmin Cornwall PL30 4DL. Pre-application advice for conversion of existing building to one residential use. - Georgina Pollard

No comments on the above pre application.

(ii) PA26/07026 Land East Of Little Cutmadoc Farm Lanhydrock Bodmin Cornwall PL30 4AQ. Erection of agricultural building, together with associated works.

The above application was discussed and the council were in agreement to support, proposed by Cllr Rogers and seconded by Cllr Rowe, All in favour.

198/26 Cardinham Parish Council Policy Review

- Designation of Authorisation and Deputy Officers for Council Policies and Procedures

The following resolution was proposed by Cllr Tyers, seconded by Cllr Loveday and ALL in favour.

That Cardinham Parish Council resolves to designate the Parish Clerk as the Council's Authorised Officer, with the Parish Chair appointed deputy Authorised Officer, for the purposes of administering, implementing and overseeing the Council's policies, procedures and statutory responsibilities, including (but not limited to) Data Protection and UK GDPR, Freedom of Information and Environmental Information Regulations, Safeguarding, and any related or subsequent policies adopted by the Council. The Authorised Officer shall be responsible for the day-to-day administration and implementation of these matters, with the Deputy providing cover and support when required, or where the Parish Clerk is unavailable or has a conflict of interest.
This designation shall apply to generally to equivalent policies and procedures adopted by the Council, unless a specific resolution provides otherwise. The appointment and arrangements shall be reviewed annually by the Council, or sooner if required by changes in legislation, guidance or Council responsibilities.

- The following 3 policies were reviewed and adopted

Safeguarding Policy 2026 – proposed by Cllr Rowe, seconded by Cllr Tyers, All in favour.
Data Protection/GDPR 2026 – proposed by Cllr Loveday, seconded by Cllr Farley, All in favour.
Freedom of Information - proposed by Cllr Tucker, seconded by Cllr Rowe, All in favour
Action: The Clerk to add minute ref and dates to all of the above and share with The Chair for posting on the website.

199/26 Administrative Arrangements from December

The chair advised that the services of a Locum Clerk had been secured and she would commence employment from 1st December on a self-employed basis. The Clerk advised that a handover was in diary for 19th November.
The resolution was discussed to move the monthly Parish Council meeting from the 3rd to the 4th Tuesday monthly during the tenure of the Locum. Resolution was proposed by Cllr Rogers, seconded by Cllr Tucker, All in favour.
A discussion regarding the need to include the maximum hours the Locum Clerk would be required to work in the proposed contract; it was agreed that this was not necessary and it was envisaged that the

Locum would work less than the current 30 hours per month worked by the existing clerk due to the nature of the tasks she would be undertaking. These are all documentation relating to monthly Parish Council meeting, 27/28 budget, 27/28 precept submission and email management.
The contract was proposed by Cllr Tucker, seconded by Cllr Tyers, All in favour.
The Chair advised that 3 applications had been received for the post of Parish Clerk and the closing date for all expressions of interest was 20th November, at which point the Personnel Committee will review all applications and select those for interview.

200/26 Draft 27/28 Budget

Discussion regarding the draft budget and the precept amount for 27/28 indicated that an increase from £13k to £13.5k may not be adequate in the current economic climate and that an increase to £14k maybe required.
Action: All to submit their comments to The Chair ahead of December's meeting to enable the final budget for 27/28 to be agreed and signed off.

201/26 Finance reports and payment of accounts

1.Receipts

2. Payments of £976.92 made up of

Payee		**VAT**	**Amount**
S Warburton	October wages (gross £429.51, net £429.51)		£429.51
S Warburton	Expenses		£15.36
Lanhydrock Garden Services	Grass cutting	£71.30	£427.80
Biffa	Waste collection		£100.00
Lloyds	Bank Charges		£4.25

Cllr K Rowe proposed and Cllr T Farley seconded to authorise the payments list. All in favour. BACS payments were completed by the Clerk at the end of the meeting.
Bank reconciliation was proposed as being correct by Cllr Rogers, seconded by Cllr Tucker, All in favour
The Chair requested an update from The Clerk regarding the outstanding closure of the NS & I savings account. The Clerk advised no further update since the return of the former Chair's death certificate earlier this year.
Action: The Clerk to forward all NS & I correspondence, currently saved on the Council laptop to The Chair.

202/26 Correspondence
Nothing in addition to the emails circulated prior to the meeting.

203/26 Footpath issues
3 separate footpath style and footpath sign issues were discussed at the meeting. Cllr Tucker agreed to investigate and address what action was required. Details as follows:

Footpath style attention Footpath Ref:508/33/1 W3W:campers.flashback.basin

New footpath sign required Footpath Ref:508/3/1 W3W:drilled.pleaser.robot
Replacement footpath sign Footpath Ref:508/30/3

Action: Cllr Tucker to undertake work required in respect of the above

204/26 Highways Issues

The meeting was advised of a recent flooding incident at bridge near Bunny's Hill, which appears to have been caused by a number of large boulders being placed in the water. The flooding has now been addressed and Cllr Batters has been made aware of the situation. The integrity of the bridge structure is being checked by Cornwall Council.

205/26 Parish Matters

The meeting was advised that the recent works at Laneskin Woods relating to the clearance of some trees is coming to an end and the Forestry Commission have advised that the woods should be re-open by Christmas.
The visit to CERC on 3rd November had taken place and was very interesting and informative.

206/26 Items for the next agenda

The Chair advised that the following would be added to next month's agenda:

- Final budget 27/28
- Precept 27/28
- Parish Clerk vacancy

Also, a reminder that the next meeting would be on Tuesday 22nd December.

There being no further business, the meeting was closed at 20.40 p.m.

Chairman:

Date: 22/12/2026

DRAFT