

Minutes

19 May 2025

Draft

Time: 7pm  
Location: Parish Hall, East Road, Menheniot PL14 3RR  
Present: Cllrs Adrian Cole (Chair); Eve Easterbrook (Vice Chair); Steve Roberts; Peter Luck; Keith Goldsmith; Sean Smith; Pat Cade; Richard Dawson.  
Also present: Cornwall Councillor Sean Smith. There were 2 members of the public in attendance.

**013/2025 Chair's Welcome and opening remarks.**

Chair welcomed everyone to the Annual Meeting of the Parish Council and asked the Clerk to conduct elections for the new civic year.

Chair also asked that councillors should make themselves available to represent the parish at the Menheniot Cherry Fayre Duck Race (Sunday 1 June 1pm)  
Menheniot Cherry Fayre (Saturday 21 June 2pm)  
Menheniot Parish Hall opening (Friday 27 June 2025, between 2pm and 4pm)

**014/2025 Elections**

It was **Resolved to appoint Cllr Adrian Cole as Chair** for the forthcoming civic year. Proposed Cllr Easterbrook. Seconded Cllr Luck. All agreed. Cllr Cole signed his Declaration of Acceptance of Office.

It was **Resolved to appoint Cllr Steve Roberts as Vice Chair** for the forthcoming civic year. Proposed Cllr Easterbrook. Seconded Cllr Smith. All agreed. Cllr Smith proposed a vote of thanks to Cllr Easterbrook for her diligent and responsible work in the parish during her time as vice chair. Cllr Coles seconded and all generously agreed.

**015/2025 Apologies for Absence.**

None received.

**016/2025 Members' Declarations.**

No declarations of interest or request dispensations requested.

**017/2025 Public Participation.**

Cornwall Councillor Sean Smith introduced himself to the meeting and thanked the electorate for their votes. He reported that: he would be attending his first full Cornwall Council meeting on 20 May; sees key issues in his division as being road safety on the A38, the increased demand for low cost rental housing, the effect that the zero carbon policy has on resources, economic deprivation across the division and job creation. For the parish, his particular concerns are: the introduction of 20mph zones, speed warning signs on the A390, road markings outside of the school on East Road, replacing the current parish noticeboard outside of the Spar shop, and the repair to railings at the same location.

*Cllr Cole will write and confirm the parish council priorities to CC Smith.*

**018/2025 Minutes of Meeting.**

It was **Resolved to approve** the minutes of the meeting held on 17 April 2025. Proposed Cllr Easterbrook. Seconded Cllr Cole. All agreed.

**019/2025 Planning**

A To agree the parish council's response to Cornwall Council consultations on new planning applications received before the agenda was finalised.

**Application PA25/02746**

Proposal Retrospective application for the alteration, conversion and extension to form a dwelling and integral garage (as approved via application PA24/02518).

Location Land South West Of Minefield Cottages Menheniot Cornwall PL14 3RY

The applicant attended to explain the background to the proposal and take questions. Councillors accepted their apology for the error that had been made in not complying with Condition 3 of the original application (that 'an assessment of the risks posed by any contamination shall have been submitted to and approved in writing by the local planning authority'). Concerns were raised about the level of contamination remaining in the stone material being used on site, and councillors asked to have sight of the current CDM report had been produced for this new application. The applicant agreed to supply a copy of that report to the Clerk's Office by Wednesday 21 May 2025. This being a condition of their endorsement of the application, it was **Resolved to support the proposal**. Proposed Cllr Cole. Seconded Cllr Roberts. Majority agreed.

*Action: Clerk to liaise with applicant to obtain and distribute the CDM and agree extension to the consultation date with Cornwall Planners.*

**PA24/08418 S52/S106 and discharge of condition apps**

Proposal Submission of details to discharge condition 8 in respect of decision notice PA22/03642 dated 26/07/2024.

Location:- Land At Tencreek Farm Plymouth Road Liskeard Cornwall PL14 3PS

*Received and noted*

**PA25/03567 FOR INFORMATION ONLY**

Prior notification of agricultural or forestry development for steel framed shed, cement fibre roof.

Lower Trehurst, Menheniot PL14 3RQ

*Received and noted*

**PA25/03360 FOR INFORMATION ONLY**

Prior notification of agricultural or forestry development for mono pitch building for storing agricultural machinery, fodder and feed

Field In Lane Opposite Trewelmar Merrymeet Liskeard PL14 3LS

*Received and noted*

**PA25/03602 FOR INFORMATION ONLY**

Prior notification of agricultural or forestry development For the erection of an agricultural building for the storage of feed and machinery.

Tencreek Farm, Plymouth Road PL14 3PS

*Received and noted*

**PA25/03003 FOR INFORMATION ONLY**

**Proposal** Proposal for the installation of eight rapid electric vehicle charging stations and ancillary equipment within the car park of The Bubble Retail Park, including one fully accessible EV charging bay.

**Location** The Bubble Retail Park Plymouth Road Liskeard Cornwall

*Received and noted*

B Any applications received by Cornwall Council by the time of the meeting. Information only: none received.

C Planning decisions made by Cornwall Council

**PA24/08454 APPROVED**

Proposal Change of use of land to machinery/plant open storage, change of use of building to machinery

storage/vehicle storage/plant valeting/plant preparation, retrospective approval of office/store, provision of welfare unit (wc/shower/canteen), and creation of a new access to the highway, with associated works.

Location:- Land Opposite The Oaks Pengover Green Liskeard PL14 3NH

**PA25/02253 Prior approval not req'd(PA/AF/TEL/DEM/)**

Proposal Prior notification of agricultural or forestry development for a proposed building for farm equipment and for the storage of feed and fodder

Location:- Land North East Of Trethrawle Farm Horningtops Cornwall PL14 3PF

**PA24/08418 S52/S106 and discharge of condition apps**

**Proposal** Submission of details to discharge condition 8 in respect of decision notice PA22/03642 dated 26/07/2024.

**Location:-** Land At Tencreek Farm Plymouth Road Liskeard Cornwall PL14 3PS

**PA25/00099 APPROVED**

Proposal Proposed extension and re-modelling to include the removal of thermally inefficient substandard extension and the provision for roof-mounted solar panels

Location:- Keyes Horningtops Liskeard Cornwall PL14 3QE

D Under review

**PA25/01848 FOR INFORMATION ONLY**

Proposal Single storey hotel extension and associated works

Location Premier Inn Haviland Road Liskeard Cornwall

*Received and noted*

**020/2025 Finance**

A It was **Resolved to approve** the schedule and agree payment. Proposed Cllr Cole. Seconded Cllr Roberts. Cllr Cade to authorise.

Date	Payee	Description	£
27/05/2025	ACE-ARB	Ground maintenance	1599.00
27/05/2025	Biffa	Waste disposal	1800.00
27/05/2025	Gallagher	Insurance renew	1249.60
27/05/2025	Linda Coles	Annual audit	200.00
27/05/2025	John Hesketh	Salary	648.90
27/05/2025	Kyleigh Newbould	Salary	244.25
27/05/2025	HMRC	PAYE	230.60
<b>All payments this period</b>			<b>£ 5,972.35</b>

B Bank Reconciliation.

At the close of business on 30 April 2025, the parish council held £86,775.38 in its accounts. It was **Resolved to transfer £25,000 to the CC Call Account**. Proposed Cllr Easterbrook. Seconded Cllr Luck. All agreed.

*Action: Clerk to make arrangements for transfer funds.*

C Blooming Marvellous Menheniot

Cllrs Cole thanked Cllr Goldsmith for his work in organising the entry for this years Village in Bloom competition. He further explained that this year, they would be encouraging volunteers and residents to plant out their own flower tubs around the parish. It was **Resolved that the ViB project would have its expenses underwritten by the parish council up to £300**. Proposed Cllr Cole. Seconded Cllr Smith. All agreed.

*Action: Clerk to maintain records of ViB expenses, reimburse Cllr Goldsmith's expenses and arrange an advance payment of £100 towards future expenses.*

**021/2025 Chairs Report**

A Localism Act 2011 – General Power of Competence

A It was **Resolved that Menheniot Parish Council retains its General Power of Competence** as defined by the Localism Act 2011 s1(1) and s8 and defined further in statutory instrument Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. Proposed Cllr Easterbrook. Seconded Cllr Smith. All agreed.

B Section 1 The Annual Governance Statement

It was **Resolved to accept the Annual Governance Statement** as presented to the meeting.

Proposed Cllr Luck. Seconded Cllr Cole. All agreed.

## Section 2 The Accounting Statement

It was **Resolved to accept the Accounting Statement**. Proposed Cllr Roberts. Seconded Cllr Easterbrook. All agreed.

*Action: Clerk to inform BDO Auditors and publish audit notice*

## C Working Groups

Chair led a discussion on his proposals for a forward plan for 2025/26 and agreed make-up of the council's Working Groups. Full listing in Appendix 1.

## D Appointment of Internal Auditor

It was **Resolved to appoint Mrs Linda Coles as auditor** for the civic year 2025/26. Proposed Cllr Cole. Seconded Cllr Goldsmith. All agreed.

*Action: Clerk to send letter of appointment.*

## 022/2025 Clerk's Report

### A Election Results 1 May 2025

Clerk confirmed that: the new Cornwall Councillor for St Cleer and Menheniot was Mr Sean Smith; all parish councillors for Menheniot were elected uncontested; all Declarations of Acceptance of Office have been received and there are now 3 vacancies available for co-option. It was **Resolved to proceed with advertising the 3 vacant seats for co-option**. Proposed Cllr Roberts. Seconded Cllr Goldsmith. All agreed.

*Action: Clerk to advertise the vacant seats and add to June agenda.*

### B Dogs at East Road Playing Field

Councillors noted the complaint from the resident and agreed that they would coordinate a campaign to remind people using the East Road Playing Field that dogs should be kept on a lead. This would include new signage and posters around the field

*Action: Clerk to write to the resident and agree wording of the posters with councillors. Will approach Menheniot Primary School to design posters.*

### C Update of bank mandate

Councillors agreed to the list of Lloyd's Bank signatories: to remove former councillors Julian Berg and Jeremy Tucker and add Cllr Steve Roberts.

*Action: Clerk to inform Lloyds Bank of agreed changes.*

## 022/2025 Diary Dates.

A 19 June 2025 7pm Menheniot Old School

**023/2025 End of meeting 21.25**

Published 22/5/25

# MENHENIOT PARISH COUNCIL

## WORKING GROUPS 2025/26

The Chair asks that councillors who have volunteered to take on additional responsibilities will:

- Make periodic reports back to the public meeting
- Act as a point of contact for residents
- Act as a point of contact for Cornwall Council or other agencies, where appropriate.

Office held	2025/26	Duties
Community Area Partnership	Adrian Cole Steve Roberts	Attend quarterly CAP meetings Feedback on topics as requested by the CAP
Finance & General Purposes	Adrian Cole Eve Easterbrook Steve Roberts	Scrutiny of annual budget and recommendations for precept. Consideration of forward plans and objectives. Fundraising and grant sourcing and applications.
Planning & Community Development	Adrian Cole Eve Easterbrook Keith Goldsmith Richard Dawson Sean Smith Steve Roberts	Scrutiny of planning applications Respond to 5 Day Protocols Application of Neighbourhood Plan Representing MPC with CC local plan consultations
Transport & Highways	Pat Cade Peter Luck Richard Dawson	Community Speedwatch Road safety Community Transport
Environment & Open Spaces	Keith Goldsmith Pat Cade Peter Luck Steve Roberts	Menheniot Green Overseeing grasscutting contract Managing playgrounds at East Road and Merrymeet Public realm
Community Energy	Adrian Cole Keith Goldsmith Richard Dawson Sean Smith	
Safeguarding Designated Person	Clerk Eve Easterbrook	To act as a point of contact for councillors and residents with concerns about safeguarding of children and vulnerable adults. Additional training required, and acting as a champion for safeguarding throughout the parish. Deliver appropriate training.