

Menheniot Parish Council

Minutes of Menheniot Parish Council Meeting

18th June 2026 at Old School Hall, Menheniot.

Present Councillors:

Cllr Adrian Cole (Chairperson), Cllr Elliot Harrison, Cllr Peter Luck, Cllr Eve Easterbrook, Cllr Jeremy Tucker, Cllr Sean Smith, Cllr Pat Cade

Apologies: Cllr Keith Goldsmith

Also present: Public x 2, Cornwall Councillor Sean Smith, Parish Clerk

013/26 Chairs welcome

Chair acknowledged attendance by Ellie from Glassmoon and advised with agreement from the rest of the council to move agenda item 028/26 forward.

Chair noted the recent resignation of Cllr Steve Roberts, everyone expressed their gratitude for all he did with such enthusiasm, he will be greatly missed.

Chair signed declaration of acceptance of office for 2026/27 as not at previous meeting.

014/26 Apologies for absence

Apologies were received from Cllr Goldsmith for their absence.

015/26 Members Declarations

Declaration made by Cllr Smith on PA26/03492

Due to new guidance from Cornwall Council regarding disclosure of addresses, new register of interest forms was provided by the clerk to all councillors in attendance to complete.

017/26 Public Participation

No matters brought to the attention of the Parish Council.

028/26 Use of Recreation ground

Resolve to conclude and agree recent communications regarding request for use by Glassmoon

Ellie was in attendance from Glassmoon to answer any queries regarding the requested use of the recreation grounds for an event in July. Ellie provided background information regarding the company and answered questions regarding parking, waste management, noise levels, and risk assessments.

It was agreed by all councillors in principle for the use of the field for this event subject to the outcomes of the risk assessment and consultation with the cricket club and school.

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016/26 Councillor Smith update

Report provided by Cornwall Councillor Sean Smith for June 2026.

Please see attached report provided by Cllr Smith.

018/26 Signing of previous meeting minutes.

Minutes of the meeting held on 21st May 2026 – all approved.

The Chairperson signed the minutes.

019/26 Planning

1. PA26/03492 - Full planning for the erection of 202 dwellings and associated works with variation of Condition 2 of decision notice PA22/03642 dated 26/07/2024. Land at Tencreek Farm Plymouth Road Liskeard. Mr John Rudge Wainhomes SW Ltd.

Proposal to not support this application due to the reduction in 106 agreement number of local need affordable homes.

Cllr Smith declared his interest.

Proposal to not support Cllr Cole, Seconded Cllr Luck - All agreed.

2. PA26/03361 - Application for discharge of planning obligation dated 28.08.1996 pursuant to decision 95/01105/F as the approved development was not implemented and has now expired, Butterdon Mill Barn Merrymeet Liskeard Cornwall , Mr J Peacock Moorhaven Rural Limited.

Proposal to support Cllr Cole, Seconded Cllr Easterbrook – All agreed.

3. PA26/03368 - Application for discharge of planning obligation dated 28.08.1996 pursuant to decision 95/01105/F as the approved development was not implemented and has now expired , Butterdon Mill Barn Merrymeet Liskeard Cornwall Mr J Peacock Moorhaven Rural Limited.

Proposal to support Cllr Cole, Seconded Cllr Easterbrook – All agreed.

No further Planning currently.

020/26 Annual Governance and Accountability Return 2025/26

1. Clerk provided internal audit report to council. Thanks, expressed to Linda Coles for her internal audit report work again this year.
2. Resolved and agreed AGAR for submission to external auditors. Chair and Clerk signed.
3. Councillors considered and declared no conflicts of interest in relation to the external auditors, BDO LLP. The Chair and RFO completed declaration.
4. Clerk will commence notice for the exercise period of public rights.

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021/26 To review and adopt new Data Protection and IT policies

Clerk had provided Councillors with new IT and Data protection policies in accordance with Assertion 10 prior to the meeting, which everyone confirmed they had read.

Cllr Cole proposed to adopt, Cllr Luck seconded – All agreed.

022/26 Chair report – none provided due to Chairs absence at last meeting.

023/26 FGP working group report on reserves.

Councillors to receive recommendations from the Finance and General Purposes working group:

1. To amend the allocation of reserves shown in this year's budget.

Discussion on document provided by working group carried forward from last meeting.

- Allocation of an additional £10,000 towards the Merrymeet project increasing to £30,000.
- Increase budget to £60,000 towards the Menheniot play area project.

Increases proposed by Cllr Smith, seconded Cllr Easterbrook - Agreed by all

2. To consider and resolve to allocate £7000 for the relaying of paths at Trelawney and additional costs to maintain this area.
 - Meeting to be held with contractor regarding costing and works needed next week with Cllr Cole.

Allocation of £7,000 proposed by Cllr Luck, seconded Cllr Easterbrook – All agreed.

3. To consider and resolve to allocate funds to purchase and install a water butt and guttering to enable watering of plants in Menheniot village green .
 - Clerk to investigate funding availability through SSW regarding water butts.
 - Installation of water butts and in keeping guttering

Proposed by Cllr Cade, seconded by Cllr Easterbrook – Agreed by all

4. To consider preparation of architectural plans and community engagement for Merrymeet project.
 - Working groups to reconvene and start next stages for both projects.

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5. To consider agreement of MUGA fencing improvement works and matching of funding once they have established costs and applied for grants.
 - All Councillors agreed with the fencing improvements put forward from MUGA. Donations/grants from MPC towards this project to be considered once MUGA have their own costings.

024/26 Finance

1. Members to consider the payment schedule and agree payments accordingly
Payment schedule attached.
 - Payment schedule agreed and signed
2. To consider and agree cost of purchasing Clerk Mobile and monthly sim contract.
 - Costs of up to £120 for a refurbished mobile phone - Agreed by all.
 - Monthly contract up to £12 pr month to allow for future price rises - Agreed by all.
3. To consider and agree cost of monthly ink and paper costs to be set up automatically by Clerk.
 - Monthly contract for ink and paper of 100 pages at £6.49 pr month – Agreed by all for 6 month and to be reviewed if additional pages needed and printer requirements change.
4. To consider and agree the cost of up to £1000 to start valuation process for Land at Merrymeet.
 - Cllr Cole proposed, seconded by Cllr Easterbrook, Cllr Smith abstained – All agreed.
 - Clerk to check requirements for additional quotes with CALC.
5. To consider and agree grant of £100 to Menheniot Sports association towards their tennisathon.
 - Cllr Smith proposed grant of £100 to MSA, seconded Cllr Luck – All agreed.

025/26 Clerk updates

1. Defibrillator update and Duchy Defibrillator and cost of first aid training .
 - Councillors considered the costing provided by Duchy Defibrillators and previous budgeting provisions made towards the cost of a replacement battery if needed when they take on guardianship
 - Cllr Smith proposed that both the Menheniot and Merrymeet defibrillators are transferred to Duchy, seconded by Cllr Easterbrook – Agree by all.
2. Update on Bins contract, 2 bins identified but 2 still need to be located.
 - Clerk confirmed that Cornwall council had now provided the locations of the 5 unmapped bins and therefore the cost had increased slightly from the agreed amount for 4 bins, however this remained much lower than the previous annual costs through Biffa.

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3. Unity Trust PLC bank, resolve to decide upon signatories and organise personal information required to set up account.
 - Clerk advised that she had started the process of setting up an account with The Unity Trust bank, however additional personal information would be needed from the agreed signatories to continue.
 - Cllr Easterbrook proposed that this is taken back to the FGP working group, seconded by Cllr Cole.
4. Archive of historical paperwork.
 - Clerk sought advise on archiving of historical paperwork
5. Charity commission update.
 - Clerk advised she had sent her details to the Charity commission, with all the necessary evidence and is awaiting their reply.
6. Consider Clerks request to move the October Meeting to 22nd October subject to room availability.
 - Proposed Cllr Cole, seconded Cllr Smith – All agreed.
 - Clerk to check room availability.

026/26 Working Groups

1. Discuss Councillor roles within each working group.
2. Whether there is a need for additional working groups moving forwards.
 - It was discussed and agreed that an updated list of the working groups would be provided to all Councillors to consider prior to the July meeting.

027/26 Allotments

1. Current allocation of plots
 - Clerk to liaise with Cllr Cade and Cllr Easterbrook regarding waiting lists and vacant plots and produce an up-to-date list.
2. Maintaining vacant areas in the future
 - Cllr Cade to speak with allotment holders and consider their views on managing vacant plots, costs of each allotment pr annum.
 - Clerk to purchase a replacement padlock for the allotments.

029/26 Diary Dates – Next meeting set for Thursday 16th July at 7pm

030/26 Meeting Closed at 21:45hrs

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List of action points :

- Clerk to advertise Councillor vacancy on noticeboards
- Cllr Cole to meet with Glassmoon for Risk assessment.
- Cllr Cole to discuss verge cutting with Highways during meeting next week.
- Clerk to share internal audit report with councillors and update website.
- Cllr Easterbrook to move the £5 in old savings account across to current account.
- Cllr Cole to meet with contractor regarding Trelawney Gardens pathway and maintenance.
- Vote of no confidence in SWW to be shared with all councillors, for individual replies to clerk to collate and response to DowrGlan.
- Clerk to contact SWW regarding supplying water butts or funding
- Clerk to contact interested parishioner with councillor role information
- Clerk to organise printer contract and mobile phone.
- Cllr Cole and Cllr Easterbrook - Grant of £100 to be made to MSA.
- Cllr Easterbrook and Cllr Cole - FGP working group to consider signatories for Unity Trust bank account and add Clerk to Lloyds bank account.
- Clerk to contact Sue regarding responses to bus questionnaire provided by Cllr Smith.
- Clerk to send 2025/26 AGAR to external auditor and issue notice of public rights.
- Clerk to chase response from Charity Commission.
- Clerk to contact Duchy Defibrillators about guardianship package including both defibrillators
- Clerk to provide Working group list to all councillor to consider in preparation for July meeting.
- Clerk to provide list regarding allotments to Cllr Cade and Cllr Easterbrook
- Cllr Cade to have conversations with Allotment holders.
- Clerk to purchase new padlock for allotments.