



ST MINVER LOWLANDS PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING TO BE HELD ON

MONDAY 5 OCTOBER 2026 19:00 IN THE HUB, TREWINT LANE, ROCK PL27 6LU

Members Present: Cllr Medland (Chair), Cllr J Webb (Vice-Chair), Cllr M Brooke, Cllr N Davis, Cllr T Gidley-Wright, Cllr B Gisbourne, Cllr G Jones, Cllr P Hancock, Cllr A Roads, Cllr K Meneer

In attendance Cllr Rosie Moore, Clerk

Press and Public are invited to attend. Meetings are held in public and could be filmed or recorded by broadcasters, the media, or members of the public.

Minute	AGENDA ITEMS
148/2026	Chair's Welcome The Localism Act 2011 requires the Council to adopt a Code of Conduct for Members that is consistent with the following General Principles of Public Life (Nolan Principles) – Selflessness, Honesty and integrity, Objectivity, Accountability, Openness, Leadership. Code of Conduct complaints - Cornwall Council
149/2026	Apologies for Absence: None
150/2026	Members' Declarations – <i>Registerable Declarations of Interests</i> – Members must declare an interest, which has been declared on their Register of Financial Interests form, relevant to the agenda. To RECEIVE any Declarations of Interest/Dispensations from Members in line with Code of Conduct 2021. To RESOLVE to grant any requests for Dispensations in line with Councillors Code of Conduct 2021 None
151/2026	Minutes of previous meeting Members RESOLVED the Minutes of Full Council from 7 September 2026 are an accurate record and the Chair duly signed them.
152/2026	Public Forum Members of the Public may address the Council for a maximum of three minutes prior to the commencement of the meeting. All comments are to be directed to the Chair of the meeting A representative of St Minver Highlands Parish Council attended to observe the meeting. They are also Chair of St Minver School PTA attended to request £250 for Bonfire Night event on 4 th November.
153/2026	Matters of interest to attendees a. Cornwall Councillor's Report. Attending Together for Families group meeting this week as Vice-Chair. Just launched water testing initiative along with Councillor from Camelford and Surfers against sewage. Volunteers will be requested at a later date. Smile van has been in Wadebridge for residents to book appointments. The 16 bus route is often too full for students and there are now discussions about supporting students accessing their education. BG requested more information about the 19 th October meeting regarding Polzeath Beach ASB. b. Grants formally requested by parishioners. Discussion took place regarding Wadebridge Leisure Centre funding proposal. It was supported unanimously. Proposed AR Seconded PH. Additional to agenda – The PTA requested £250 for the Bonfire night event. This was accepted pending the completion of the grant form Proposed AR Seconded PH. Clerk to forward the Grant form. c. Hub – Football Stop Net. Following resolution to support the initiative in September, Clerk to support application for Lawful Development Certificate as a 4m net may allowable under local authority permitted development. Community Café, an update was emailed. Chair commented the lease is in final negotiations and there is no current intention to sell alcohol. MB/AR concerned that vapes/cigarettes/alcohol may be sold and AR

	proposed the clerk write to the Trustees to see if they would consider including a ban on selling vapes/cigarettes/alcohol in the lease. Seconded PH, TGW not in agreement. Additional to agenda – Trustees requested £6k in order to fund Trewint public toilets when management is handed over to them. The average cost for the PC to manage the public toilets is £5,956. A discussion was held regarding the café not having any toilets, arrangements for their customers, their contribution towards them and the importance of keeping public toilets open. PH proposed that only one payment is made for 27/28, and the handover is made on 1 April 2027 with no further commitment being made at this time. Seconded GJ and all were in favour.
154/2026	Planning Applications – Members to RESOLVED the following, including any applications received after the agenda has been published: (links embedded). a. PA26/05723 Proposed first floor extension to provide two additional bedrooms and bathroom Trevoze Brea Road Rock Wadebridge Cornwall PL27 6LR Approved Proposed AR Seconded JW. Modest first storey extension, gable end fenestration facing the road, no undue privacy issues. b. PA26/05772 Proposed roof space conversion to create a new habitable room, including structural alterations, insulation upgrades and associated internal works. Construction of a ground floor rear extension extending under the footprint of the existing first floor balcony. Internal remodelling of the ground floor layout. 26 St Moritz Villas Trebetherick Wadebridge PL27 6SD Approved Proposed MB Seconded BG Principally internal works with the installation of a first storey balcony. Conversions similar to this already present in St Moritz Villas estate. The new balcony aspect does not raise any significant privacy concerns and in the absence of any public comments the parish approve the proposal. c. PA26/06403 Proposed extension and refurbishment of Haley Ridge and Windrush to include conversion of the garage at Windrush to overflow accommodation with variation of Condition 2 of decision notice PA26/04163 dated 26.08.2026 Haley Ridge Highcliff Polzeath Wadebridge Cornwall PL27 6TN Approved Proposed AR Seconded MB Originally, the garage conversion was isolated from the main residence and abutted the boundary line. The revised proposal involves removal of the garage and constructing a new extension connected to the main residence. Overall this creates a more balanced proposal architecturally, alleviates massing on the boundary line and creates a 1m+ path on the boundary. d. IN ADDITION TO AGENDA PA26/06615 Works to Tree covered by a Tree Preservation Order (TPO) - Copper Beech - Remove dangerous limbs. Stonehaven Rock Road St Minver Wadebridge Cornwall PL27 6PP Approved with conditions Proposed AM Seconded KM The tree itself is a magnificent mature specimen and highly visible. If there are concerns over liability regarding limb shedding and the highway, then judicious pruning on the road side is acceptable, however, the height of the tree and its general form must remain intact. The parish defer to the tree officer's advice and best practise.
155/2026	Planning Applications Decision by Cornwall Council – including any decision received after the agenda has been published. Information only. a. PA26/06210 Approved Unconditional Non-material amendment in relation to decision notice PA25/07994 dated 24.02.2026 for amendment to the cladding and roofing materials from timber cladding and fibre cement sheet roof to juniper green box profile steel sheet. The Point At Polzeath St Minver Wadebridge PL27 6QT b. PA26/05298 Granted (CAADs, PIPs and LUs only) Application for Permission in Principle for the construction of up to 9 open market dwellings (min 6, max 9) Land NW Of Highclere House Broad Park Close PL27 6JP c. PA26/04825 Approved with Conditions Demolition of existing side conservatory and replacement with a new 2 storey extension, a new garage and front porch with variation of condition 2 of decision notice PA25/05781 dated 23.09.2025. Fig Tree Cottage Rock Road Rock Wadebridge Cornwall PL27 6JZ
156/2026	Other Planning Matters a. Withdrawn Applications – None b. 5 day Protocol PA26/05878 The Deck House Option 1

	c. Appeals - None d. Licensing Applications – none e. Bodieve Development PA25/01422 - last comment dated 19/11/25. Cllr Moore to catch up with the planning officer to get an update on the situation of construction of the link road in advance of properties as per conditions. f. NDP – Joint Working Group pending. g. Mark Evans meeting rescheduled when more councillors available after 27th October. Clerk to request dates. h. Baby Bay Hearing – rejection upheld i. Legacy Properties consultation St Minver Highlands Perceval Institute 3-7pm 14 October																																																																																																																			
157/2026	Clerks Report a. Monthly Accounts for Payment – September Schedule RESOLVED Proposed AM Seconded BG <table><tr><th colspan="5">Schedule of Accounts 5 October 2026</th></tr><tr><th></th><th>Expenses</th><th>Price</th><th>VAT</th><th>Total</th></tr><tr><td>BACS</td><td>Mrs Marnie Court</td><td>£2,278.10</td><td></td><td>£2,278.10</td></tr><tr><td>BACS</td><td>HMRC</td><td>£876.65</td><td></td><td>£876.65</td></tr><tr><td>BACS</td><td>Pension</td><td>£750.89</td><td></td><td>£750.89</td></tr><tr><td>BACS</td><td>Clerk mileage to bodmin litter 56miles</td><td>£25.20</td><td></td><td>£25.20</td></tr><tr><td>BACS</td><td>Poppy Wreath</td><td>£23.00</td><td></td><td>£23.00</td></tr><tr><td>BACS</td><td>ICT Connect Invoice 11632</td><td>£40.00</td><td>£8.00</td><td>£48.00</td></tr><tr><td>BACS</td><td>ICT Connect 11612 10GB upgrade</td><td>£15.00</td><td>£3.00</td><td>£18.00</td></tr><tr><td>BACS</td><td>AM & KA Meneer Inv 3464</td><td>£570.00</td><td></td><td>£570.00</td></tr><tr><td>BACS</td><td>LCS CLEANING INV9377</td><td>£1,073.10</td><td>£214.62</td><td>£1,287.72</td></tr><tr><td>BACS</td><td>CC Parking Officer AUG INV721348</td><td>£1,114.79</td><td>£0.00</td><td>£1,114.79</td></tr><tr><td>BACS</td><td>BDO External Audit</td><td>630.00</td><td>126</td><td>£756.00</td></tr><tr><td>BACS</td><td>HHWC Rock Road 2</td><td>£12.60</td><td>£2.52</td><td>£15.12</td></tr><tr><td>BACS</td><td>Pennon Water Disabled</td><td>£89.36</td><td>not issued</td><td>£89.36</td></tr><tr><td>BACS</td><td>Pennon Water PZ Toilets</td><td>£316.50</td><td>not issued</td><td>£316.50</td></tr><tr><td>BACS</td><td>NSD Plumbing Polzeath 220</td><td>£369.29</td><td>£73.86</td><td>£443.15</td></tr><tr><td>BACS</td><td>NALC NDP TGW INV2211</td><td>£35.00</td><td>£7.00</td><td>£42.00</td></tr><tr><td>BACS</td><td>NALC NDP AR MC INV2213</td><td>£70.00</td><td>£14.00</td><td>£84.00</td></tr><tr><td>BACS</td><td>A1 Verges and Greenbanks 2289</td><td>£980.00</td><td>£196.00</td><td>£1,176.00</td></tr><tr><td></td><td>Cemetery Account</td><td></td><td></td><td></td></tr><tr><td>BACS</td><td>Hewitt 1420</td><td>197.29</td><td>39.46</td><td>236.75</td></tr><tr><td>BACS</td><td>A1 cemeteries inv 2288</td><td>1,000.00</td><td>200.00</td><td>1,200.00</td></tr></table> Eon and HHWC invoices pending. b. Audit – Conclusion of Audit Received by members Proposed Am Seconded BG. Finding refers to R&P submission rather than I&E. Clerk to investigate software. c. Training – Training Record to be circulated. All members to complete nimble Data Protection training and test. Chair to contact TGW regarding Data Training test. JW stated that collectively the council has a responsibility for data protection. NPPF Planning training 23 September PH attended and was felt it was not useful. 16 Dec NALC Neighbourhood plans session TGW AR Clerk signed up. d. Grants applied for None, CHIP rolled over to Yr 2 e. Health & Safety – Litter Pick 26-27 September was more successful than last year. 15 sets of equipment loaned and more rubbish collected which has been collected FOC by HHWC. Agreed for 2027 date to be 25-26 September. Discussion was held over dog poo bags and ways to address dog mess. MB proposed, JW seconded a request for another poo bin opposite moiety cross – clerk to action ref 101008229029. It was commented that in the summer the bin opposite the Fish and chip shop gets filled up with their customers’ waste. Chair to contact the owner regarding providing their own bin during peak times. f. Policy Working Group – Biodiversity Policy to be c/f g. Emails shared not covered elsewhere ROI to democraticsupport@cornwall.gov.uk Poppy Wreath has been purchased – BG has cleared the cenotaph New legislation enables vehicle confiscation for anti-social driving - information from the Police Community Capacity Fund Celebration 29 Oct 5-6:30pm Wadebridge Town Hall	Schedule of Accounts 5 October 2026						Expenses	Price	VAT	Total	BACS	Mrs Marnie Court	£2,278.10		£2,278.10	BACS	HMRC	£876.65		£876.65	BACS	Pension	£750.89		£750.89	BACS	Clerk mileage to bodmin litter 56miles	£25.20		£25.20	BACS	Poppy Wreath	£23.00		£23.00	BACS	ICT Connect Invoice 11632	£40.00	£8.00	£48.00	BACS	ICT Connect 11612 10GB upgrade	£15.00	£3.00	£18.00	BACS	AM & KA Meneer Inv 3464	£570.00		£570.00	BACS	LCS CLEANING INV9377	£1,073.10	£214.62	£1,287.72	BACS	CC Parking Officer AUG INV721348	£1,114.79	£0.00	£1,114.79	BACS	BDO External Audit	630.00	126	£756.00	BACS	HHWC Rock Road 2	£12.60	£2.52	£15.12	BACS	Pennon Water Disabled	£89.36	not issued	£89.36	BACS	Pennon Water PZ Toilets	£316.50	not issued	£316.50	BACS	NSD Plumbing Polzeath 220	£369.29	£73.86	£443.15	BACS	NALC NDP TGW INV2211	£35.00	£7.00	£42.00	BACS	NALC NDP AR MC INV2213	£70.00	£14.00	£84.00	BACS	A1 Verges and Greenbanks 2289	£980.00	£196.00	£1,176.00		Cemetery Account				BACS	Hewitt 1420	197.29	39.46	236.75	BACS	A1 cemeteries inv 2288	1,000.00	200.00	1,200.00
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	A1 scope to include Trebetherick bus stop Insurance quote 26/7 £3041 last year £2,964 members RESOLVED accept renewal proposed PH seconded BG Complaint about vans parked on Trewint Lane. No action can be taken Correspondence from owner of Land East of Windwhistle – to be shared with all members. Additional to Agenda – Letter from Children’s hospice as thank you for £50 donation Cllr Moore left the meeting.
158/2026	External reports – Member to RECEIVE reports on the following <i>Community Area Networks</i> 21 September report shared previously BG presented key points. <i>Polzeath Village CIC</i> Update. BMG 30 Sept minutes shared. JW shared that planning achieved and a DEFRA grant for a single storey building and not the running costs. Next stage is to agree a lease for Coronation gardens with CC as a public amenity. Notice has been served on Saunas by the sea. Another grant has been applied for to MS4S for landscaping local species. 5th Public meeting on 29th October at Tube Station. <i>Beach Ranger report</i> – https://www.polzeathvillage.co.uk/beach-ranger available online
159/2026	Sub Committees to REPORT to Full Council – to include TOR <i>Trewint Playing Fields Working Group</i> - KM MB ND Rhino scheduled 13th October. Hamster wheel idea shared. <i>Local Housing Working group</i> - KM GJ TGW Penmayne Development PA23/09056, Trewiston Development PA26/00967. Name decision for Kingsley development required, Roserrow Close/Gardens suggested but the name of the field was later found to be Pendarves. Councillors agreed to take a vote via email and all supported Pendarves. <i>Cemetery Committee</i> – AM BG PH. A1 to remove Sycamore Sapling at St Michaels. Quarterly Risk Assessments undertaken. Minutes to be shared from 28 September. <i>Staffing Committee</i> – AM BG PH – Plan to arrange one before xmas. <i>Finance Committee</i> – BG AM JW PH. Budget and precept meeting proposed 26 November. <i>Footpath Working Group inc Tree Group</i> – AR PH GJ Meeting with PROW team to be arranged with regards to Bridleway dedication. The Point are still supportive of a dedicated cycle/bridleway. Detailed spec for an accessible bridge is being chased – Golf buggies are not permitted vehicles.
160/2026	Highway Matters – including any items received after the agenda had been published. - Footpaths – no items - Road Closures – 11-12th Nov Penmayne https://one.network/?tm=GB151351269 Circet UK Ltd 07971 142611 2nd December Rock Road, outside the butchers and bakery https://one.network/?tm=GB151846043 Circet TM Infrastructure Project - Trewint and Trewiston painted pavements. Project is being referred to Asset Management email 20 Aug. No update Clerk to chase - Yellow line requests TRO to be submitted before the end of the year. No update 4x VAS from elancity warrantee starts from order date. Waiting for CC to confirm posts have been fitted. Clerk to chase. - ANPR Cameras. ND spoke about the initiative, examples of rural crime, effectiveness of ANPR. Due to costs members RESOLVED to park the initiative. Proposed ND seconded GJ
161/2026	Diary Dates and Administrative Matters - including any items received after the agenda had been published. - CAP Meetings 11 Jan 2027, 8 March 2027, 28 June 2027 - St Minver Highlands Parish Council Meeting – 2nd Tuesday of the month 13 October 19:00 Perceval Institute. Highlands Councillor left the meeting
162/2026	Matters to be taken forward to next meeting – see minutes
163/2026	Closed Session Public Bodies (ADMISSION TO MEETINGS) ACT 1960 – Pursuant to Section 1(2) of the above Act and due to the confidential nature of the following business to be transacted AM PROPOSED, JW SECONDED and it was RESOLVED that the public and press should not be present Opened 20:50 Closed 20:52
164/2026	2026 Meeting Dates and apologies 2 November, 7 December, 4 January 2027, 1 February, 1 March, 5 April
165/2026	Meeting Closed 20:53