

# TREVERBYN PARISH COUNCIL

## ORDINARY FULL COUNCIL MEETING

**Tuesday 27<sup>th</sup> May, 2025 at the Parish Offices, Rockhill Business Park. 7:00pm**

**Present:** Councillors – Cllr Mrs. A Double (Chairman), Cllr M Shand (Vice-Chairman), Cllr L Allen, Cllr P Highland, Cllr B Hollis, Cllr Ms L Marshall, Cllr K Pollard, Cllr P Quilter, Cllr Mrs. M Thomas and Cllr G Tregidga.

**Also in attendance:** The Clerk, Mr D Hawken

**Members of the public present:** There were two members of the public in attendance, both of whom were prospective candidates for co-option

**Min FPC60/25 - Apologies:** Cllr J Eyre, Cllr M Luke, Cllr Mrs. M Rance-Matthews and Cornwall Councillor J Hanlon. It was **RESOLVED** to accept the apologies and the reasons provided. Proposed: Cllr L Alen, Seconded: Cllr Mrs M Thomas. All in Favour

It was noted that Cornwall Council S Trevelyan was not in attendance, nor were apologies submitted.

**Min FPC61/25 - Declarations of Interest:** Cllr M Shand submitted to the Clerk, a dispensation form appertaining to Finance. The stated reasons were relayed to Councillors and it was subsequently granted for a period of one year before being signed off by the Clerk.

Proposed: Cllr L Allen, Seconded: Cllr Ms L Marshall. All in Favour

### **Min FPC62/25 - Public Participation**

One member of the public spoke to Councillors and gave a short speech on why he might be interested in co-option onto the Parish Council.

**Min FPC63/25 - Minutes of the Full Council meeting held on 29<sup>th</sup> April 2025**

The minutes of the Full Council meeting held on 29<sup>th</sup> April 2025 had been circulated in advance and were duly approved as a true and accurate record. The minutes were duly signed by the Chairman.

Proposed: Cllr L Allen, Seconded: Cllr G Tregidga. All in Favour.

#### **Min FPC64/25 - Matters arising from the previous Full Council minutes**

There were a few matters arising that would not be included in agenda items.

- FPC52/25 – Still awaiting contact from Griffiths despite various efforts to contact the replacement public liaison officer.
- FPC52/25 – New ‘Stop Sign’ at Ruddlemoor actioned and removal of tree at Trethurgy. RESOLVED
- FPC52/25 – Meeting with Paul Webber to be diarised (NDP)
- FPC54/25 – Future communication with Parishioners to be added as an agenda item at the inaugural Communications Committee meeting
- FPC54/25 – Footpath from Bray’s Shop to Treverbyn required attention. RESOLVED
- FPC54/25 – Highway repairs to the Ruddlemoor 20mph zone has been completed, however, the quality of the workmanship was poor. Clerk has emailed Highways to express disappointment. ACTIONED.
- FPC54/25 – The site visit of the steps leading up to the footpath at Tregarth, Penwithick has been completed. The Clerk has submitted its findings to the relevant department at Cornwall Council.
- FPC55/25 – The Clerk to order the new Safe and hoover.
- FPC55/25 – The Clerk to renew the Council’s insurance now that he has looked over the policy in detail

#### **Min FPC65/25 – Cornwall Councillor Reports**

It was noted that written reports from Cornwall Councillor J. Hanlon and Cornwall Councillor S. Trevelyan had been submitted in advance of the meeting and were duly circulated to all Parish Councillors. Neither Councillor was in attendance to respond to any questions.

Cllr M Shand referred to Cllr Trevelyan's recent attendance at a meeting with Griffiths, as per his report. It was requested that the Clerk contact Cllr S Trevelyan to ascertain the current point of contact at Griffiths, to facilitate the re-establishment of direct communication between the Parish Council and the construction company.

Cllr P Highland expressed disappointment at Cllr Trevelyan's absence yet again from Full Council meetings and noted that no apologies for absence had been received. He proposed that the Clerk write to Cllr S Trevelyan to formally convey the Council's disappointment. The proposal was seconded by Cllr M Shand. Resolved: All in favour.

**Action: Clerk to write to Cllr Trevelyan and make contact regarding Griffiths point of contact.**

#### **Min FPC66/25 - Matters of interest within the Parish**

- Cllr Ms L Marshall stated that there are some traffic lights not working in Bugle.  
**Action: Clerk to investigate**
- She went on to add that the Lollipop Lady has been seconded to Poltair School in the short term.
- Pedestrian crossing lights not working on Fore Street, Bugle. **Action: Clerk to action**
- Lastly, Cllr Ms L Marshall requested the grass be cut at Charles Street Park, Bugle in readiness for the WEBF Contest. The Clerk confirmed that he has already actioned this.
- Cllr G Tregidga stated that there are continuing issues with the timings of certain bus routes, particularly the direction of going into St Austell itself. He has been in contact with Dan Rogerson.
- He went on to add that the Parish of Treverbyn may be chosen to undertake a case study as part of the Cornish Democracy Unit. CALC and the CAP would be included.
- Cllr L Allen commented on the fantastic job that the maintenance team have done in cutting Parish Footpath 1 (Trethowel).
- He went on to add that several large lorries are still continuing to drive through Trethowel at a tremendous speed, far exceeding the 30mph limit.

- Cllr Mrs. M Thomas commented on broken glass in Bugle. The Clerk confirmed its removal had been actioned. Thank you to Jo Rusbridge.
- Cllr P Highland commented that the vegetation has begun to grow quite rapidly on the site of the Molinnis Institute. **Action: Clerk to contact Charles French and Land Registry to ascertain the progress on the land ownership transfer.**
- Cllr P Highland went on to suggest the Parish Council look to replace the old play equipment at Lower Molinnis Play Area. His suggestion was well received.
- He went on to suggest that some open green spaces could do with two cuts per month. **Action: Clerk to speak to Habitat Restoration Co. to ascertain if there would be scope to have any additional cuts. If so, the matter be referred to the Finance and General Purposes Committee owing to an increase in expenditure.**
- Cllr M Shand commented that there is a loose man-hole cover on the Highway in Trethewel. The Clerk confirmed that it has already been reported.
- Cllr Mrs A Double commented on overgrown hedge ways on Carclaze Rd. **Action: Clerk to report to Highways.**
- Cllr M Shand raised the matter of the recently opened A30 link road in relation to its impact on the existing highways. It was agreed to discuss with Cornwall Councillor J Hanlon.
- The Clerk provided details on water mains replacement works at Trethurgy starting on the 2<sup>nd</sup> June.
- An update was shared with Councillors regarding the A391 Distributor Road resurfacing project.
- A request has been submitted by a resident of Trethurgy to enquire whether a Mobile Speed Activation Device could be purchased for Trethurgy through any CIL monies. A reply has been duly sent stating that the Parish Council are in the midst of receiving such a device from the Highways Dept and that her request would be considered.
- A local resident has stated that a number of trees along the A391 have signs of Ash Dieback. **Action: Clerk to report**

- A request has been submitted by a resident of Penwithick to remove or reduce the height of some overhanging trees at Cookworthy Close. **Action: Clerk to undertake a site visit to ascertain who is responsible.**
- A resident of Trethowel has contacted the Parish Council stating that the play equipment at Trethowel is simply not fit for purpose. **The Clerk informed the resident of the immediate Devolution project that involves this very recreational field.**
- A resident of Lovering Fields has contacted the Parish Council regarding an overflowing dog waste bin just off of Prengarth Close. **Action: Clerk already making enquiries to ascertain ownership and responsibility.**
- Correspondence has been received relating to a padlocked gate on a footpath, that leads on from the new vicarage lane opposite Treverbyn Hall. The matter has been referred to Jermy Elvins of Imerys.
- Correspondence and subsequent clarification was read to Council relating to the new HGV signage that has been erected at the top and bottom of Drummers Hill.
- Parking issues on Rosevear Road, in relation to cars obstructing the pavement have been reported and passed on to the relevant department at Cornwall Council Highways
- A litter pick request has been submitted by a resident of Penwithick. The email enquiry has already been passed on to Cllr Tregidga and Cllr Marshall who have agreed to action it.
- Continuing that very theme, a litter pick has been requested near to Treverbyn Park. Again, the enquiry was passed on to the two named Councillors who have agreed to action the request.
- Correspondence has been received to inform the Parish Council that the two iron gates that disappeared from Treverbyn Park, have now been found.
- Road Closures:
  - Innis Moor to Carne Cottage and Road from Hallaze Road to Innis Moor, 29<sup>th</sup> -30<sup>th</sup> May from 08:30 to 15:30.
  - Greensplat Road, Trenance Downs, 29<sup>th</sup> – 30<sup>th</sup> May from 08:30 to 15:30
  - Treverbyn Road, Stenalees, 27<sup>th</sup> -28<sup>th</sup> May, 24 Hour

## **Min FPC67/25 – Finance**

Councillors were presented with a list of Income & Expenditure Accounts for the period end May 2025. A detailed breakdown of transactions was provided by the Clerk and it was agreed that the accounts be approved.

It was therefore **RESOLVED** to approve the monthly accounts.

Proposed: Cllr L Allen, Seconded: Cllr G Tregidga. All in Favour

### **Other financial matters**

- **New Parish Office Front Door.** It was **RESOLVED** to proceed with the replacement of the front door at the Parish Office, following a quotation obtained by Mr D. Philp. The new door will provide improved access for individuals with specific access requirements. Mr Philp has kindly agreed to cover 50% of the cost, with the remaining 50% to be funded by the Parish Council.

Proposed: Cllr M. Shand, Seconded: Cllr Mrs M. Thomas. All in favour.

It was further noted that enquiries would be made to determine the feasibility of installing a door entry system following the installation of the new door.

- **Draft End of Year Accounts 2024/2025**  
The Clerk had circulated the Draft End of Year Accounts to all Councillors in advance of the meeting. A detailed explanation of the Income and Expenditure figures was provided. The Clerk informed the Council that the accounts will now be formally submitted to the Internal Auditor for review.

It was **RESOLVED** to note the accounts. Proposed: Cllr L Allen, Seconded: Cllr P Quilter. All in favour

- **Internal Audit.** It was **RESOLVED** that there were no conflicts of interest among Councillors in appointing Roy Sandey as the Internal Auditor.

Proposed: Cllr Mrs. A Double, Seconded: Cllr M Shand. All in Favour

- **External Audit.** It was **RESOLVED** that there were no conflicts of interest among Councillors in appointing BDO as the External Auditor.

Proposed: Cllr M Shand, Seconded: Cllr Mrs M Thomas. All in Favour

- **Imerys License Agreement.** It was formally **RESOLVED** to continue with the Licence Agreement appertaining to the Ruddlemoor Greenspace and land at Rosevear Bus Shelter.

Proposed: Cllr M Shand, Seconded: Cllr Mrs. M Thomas. All in Favour

### **Min FPC68/25 - Correspondence**

The Clerk informed Councillors of the following correspondence that has been circulated to all Councillors via email (for information only):

- Notification of forthcoming Play Area Inspections to be carried out by Rospa
- MSAS Installation progress. Matter to be discussed further at forthcoming Finance and General Purposes Meeting
- Cornwall Council: Emergency Management Plan
- Sport England: Site Audit of Starrick Moor
- Devolution: Site searches now underway
- Penwithick Park: Pipe Blockage on land at Hallaze
- Meeting with Biscovey Youth Football
- Drummers Lodge – Scouts AGM
- Mayor Making 2025 Invitation
- Clean Cornwall Newsletter
- Clerks to Smaller Councils Meeting
- CleanEarth Meeting – 24<sup>th</sup> June
- A30 Link Road – Press Release

### **Min FPC69/25 – Annual Council Meeting – 13<sup>th</sup> May 2025**

Cllr M Shand requested an amendment be made to the minutes of the Annual Council Meeting that took place on the 13<sup>th</sup> May. He requested that under Min ACM16/25, there was an inclusion in the text relating to the Clerk's statement. The inclusion being.... "The Clerk found there to be several missing documents, including minutes, that was a legal requirement". It was Proposed by Cllr M Shand, Seconded by Cllr L Allen that this amendment be made. All in Favour.

Once the amendment is to be made, it was **RESOLVED** to note and ratify the text of the minutes that have been duly circulated, appertaining to the Annual Council Meeting that took place on Tuesday 13<sup>th</sup> May 2025 and adopt the resolutions made.

Proposed: Cllr M Shand, Seconded: Cllr G Tregidga. All in Favour

#### **Min FPC70/25 – LGPS Discretions Policy**

Following circulation to all Councillors in advance, it was **RESOLVED** to formally adopt the Local Government Pension Scheme Discretions Policy as prepared by the Clerk.

Proposed: Cllr Mrs. A Double, Seconded: Cllr L Allen. All in Favour

#### **Min FPC71/25 – Administrative Post**

It was **RESOLVED** to formally proceed with the creation of a part-time Administrator post. The next stage of looking at the job description, number of hours, salary et al would be an agenda item at the next Human Resources Committee meeting.

Proposed: Cllr L Allen, Seconded: Cllr M Luke. All in Favour.

#### **Min FPC72/25 – Data Protection Officer**

It was **RESOLVED** to appoint Cllr B Hollis to the position of Data Protection Officer.

Proposed: Cllr M Shand, Seconded: Cllr Ms L Marshall. All in Favour



**Min FPC73/25 – Any Other Business**

The Clerk informed Councillors, that the Parish Council would be required to appoint a voting representative to sit on the China Clay Area and Luxulyan Community Area Partnership. It was **RESOLVED** that he Chairman Cllr Mrs. A Double would be the voting representative.

Proposed: Cllr L Allen, Seconded: Cllr G Tregidga. All in Favour

**Min FPC74/25 - Confidential Items**

There were no confidential items raised.

With no further business to transact, the Chairman closed the meeting at 8:41pm and thanked Councillors for their attendance.

..... (Chairman)                      ..... (Date)

## **Cllr Jamie Hanlon - Monthly Report to Treverbyn Parish Council**

**Month: May 2025**

**Division: Penwithick and Boscoppa Ward**

### **1. Community Engagement and Casework-**

Responded to numerous resident concerns across Penwithick, Boscoppa, and surrounding areas, including:- Highways issues (e.g. road closures, potholes, signage requests)- Accessibility complaints, including signage for disabled access and lack of adjustments for hearing loss- Maintained regular contact via email, phone, and social media to support residents and follow up on concerns.

2. Accessibility and Inclusion- Raised concerns around ongoing failures to provide reasonable adjustments for people with hearing loss, particularly within NHS and council services.- Advocated for improved signage, inclusive design, and compliance with the Equality Act 2010.- Continued to campaign for better disabled access across housing, public spaces, and infrastructure.

3. Highways and Infrastructure- Liaised with Cornwall Highways on:- Delays and confusion around the Trethurgy Roundabout reopening- South West Water roadworks and communications issues- HGV routing concerns, unsafe parking, and traffic safety at key junctions- Pushed for faster updates and transparency for residents affected by closures and maintenance.

4. Council Responsibilities- Attended councillor induction sessions and formal training at County Hall.- Participated in council meetings.- During Planning training, I raised a key concern about the lack of attention given to accessible and wheelchair-adapted housing. While affordable housing was appropriately discussed, I emphasised that accessibility must be equally prioritised in development strategies to meet the needs of all residents.  
- Built working relationships with council officers to progress local priorities and casework efficiently.

5. Forward Plans- Continue to engage with residents through the councillor Facebook group: [www.facebook.com/groups/cllrjamiehanlon](https://www.facebook.com/groups/cllrjamiehanlon)- Begin a review of accessible housing stock and report gaps to Cornwall Council.- Campaign for quicker processing of Disabled Facilities Grants (DFGs).- Work towards ensuring a strong voice for Treverbyn residents in council decisions.

#### Contact Details

Cllr Jamie Hanlon

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Division: Penwithick and Boscoppa

Facebook Group: [www.facebook.com/groups/cllrjamiehanlon](https://www.facebook.com/groups/cllrjamiehanlon)

## **Councillor Steve Trevelyan .....May Report**

It's still early days into my term but I do have a few things to report.

1. I attended an all agency meeting at Ocean House to give a talk on the problems facing people on the Carnsmerry estate. I am not privy to the outcome as the second half of the meeting was confidential and I was not present. However I read out at least 4 witness statements describing how the behaviour of a few families are making it misery for the majority.
2. I had a tour of the new dental practice in Bugle and was very impressed. It will soon be open for registrations very soon ,as well as its website. Many locals are unhappy its not an NHS practice, but as ive explained to many ,without government help an NHS dental practice is not economically viable. One you have to pay for the thousands of pounds worth of cutting edge equipment and secondly its near impossible to hire dentists . They assured me there will be dental plans in place and rates seemed pretty reasonable to me.
3. I have spoken to the person in charge of the new link road and have asked if signage will be put in place to discourage through traffic and possibly weight restrictions unless for access put up. Also up at Singlerose roundabout a sign directing people to the A30, as opposed to just A391 Bodmin....we know where it takes us but a foreign lorry driver might not !

Lots of other things going on but its so hectic at the moment with mandatory Council training , im afraid this will have to suffice until I get the time for more detailed reports.

Warm regards

Cllr Trevelyan