

TREVERBYN PARISH COUNCIL

ORDINARY FULL COUNCIL MEETING

**Tuesday 24th June, 2025 at the Meeting Room, Parish Offices,
Rockhill Business Park, Higher Bugle. Commencing at 7:00pm**

Present: Councillors – Cllr Mrs. A Double (Chairman), Cllr M Shand (Vice-Chairman), Cllr L Allen, Cllr M Luke, Cllr K Pollard, Cllr P Quilter, Cllr Mrs. M Thomas and Cllr G Tregidga.

Also in attendance: Cornwall Councillor J Hanlon, Cornwall Councillor S Trevelyan and The Clerk, Mr D Hawken

Members of the public present: There was one member of the public in attendance, a resident of Bugle.

Min FPC75/25 - Apologies: Cllr J Eyre, Cllr P Highland, Cllr B Hollis, Cllr Ms L Marshall and Cllr Mrs. M Rance-Matthews.

It was **RESOLVED** to accept the apologies provided. Proposed Cllr L Allen, Seconded: Cllr M Luke. All in Favour

Min FPC76/25 - Declarations of Interest: None recorded

Min FPC77/25 - Public Participation

The one member of the public present, brought up matters appertaining to Planning, Planning Enforcement and Council Tax. The Chairman referred the gentleman to Cornwall Council and the Cornwall Councillor for the relevant division.

Min FPC78/25 - Minutes of the Full Council meeting held on 27th May 2025

The minutes of the Full Council meeting held on 27th May 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 FPC79/25 - Matters arising from the previous Full Council minutes

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

- Min FPC64/25 – Contact with Griffiths Construction has now been forthcoming. RESOLVED
- Min FPC64/25 – NDP: Cllr M Shand and The Clerk to diarise a meeting with Mr P Webber to ascertain next steps.
- Min FPC64/25 – The Clerk is still awaiting communication from the Cornwall Council Countryside Access team regarding the condition of the steps at Tregarth, Penwithick. **Action: Clerk to chase**
- Min FPC64/25 – The Clerk confirms that the Insurance Policy has been renewed in full
- Min FPC65/25 – The Clerk confirmed to Councillors that he had now written to Cornwall Councillor S Trevelyan, as resolved at the previous meeting.
- Min FPC66/25 – The Clerk confirmed that he had reported that some traffic lights were not working in Bugle. RESOLVED
- Min FPC66/25 – The Clerk reported that he had actioned the reporting of pedestrian crossing lights that were not working in Bugle. RESOLVED
- Min FPC66/25 – Cllr Ms L Marshall requested that the grass at Charles Street Park Bugle be cut prior to the WEBF Contest. The Clerk confirmed that he had already actioned it. RESOLVED
- Min FPC66/25 – A point of contact regarding overhanging trees at Cookworthy Close has now been ascertained. The Clerk to progress this matter with the management company and the residents affected.
- Min FPC66/25 – It has now been confirmed that First Port are the management company regarding the responsibility of Lovering Fields. The Clerk to continue pressing on this matter.
- Min FPC66/25 – Rachael Tatlow has confirmed that she has instructed a survey to be carried out regarding the inappropriate parking on Rosevear Road, Bugle.
- Min FPC66/25 – The Litter Pick at both Treverbyn and Penwithick has been successful. The appropriate people have been thanked. RESOLVED
- Min FPC67/25 – The Clerk confirmed that the new front door of the Parish Offices has been ordered as per the terms stated in the previous

minutes. This will now provide improved access for individuals with specific access requirements. RESOLVED

- Min FPC67/25 – The Clerk confirmed that the annual license renewal with Jeffreys has now been renewed, appertaining to Ruddlemoor Greenspace and the Rosevear Bus Shelter. RESOLVED
- Min FPC68/25 – The Clerk confirmed that the audit regarding land at Starrick Moor has now been completed and submitted. RESOLVED
- Min FPC70/25 – The Clerk confirmed that the LGPS Discretions Policy has now been submitted to Cornwall Council and has been approved. RESOLVED
- Min FPC71/25 – The Clerk confirmed that the creation of the Administrators post is moving at pace and that the Chairman will update further later in the meeting.

Min FPC80/25 – 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 (see attached).

The Chairman requested that Cornwall Councillor J Hanlon provide a report in future that focused on matters relevant to the Parish, rather than a chronological summary of activities. In response, Councillor Hanlon explained that he is still in the early stages of his term, with much of his time currently dedicated to casework and completing mandatory training required of all new Councillors.

Cllr M Shand raised matters appertaining to the Link Road that was contained within the report submitted by Cllr S. Trevelyan, notably the standing stone that has been moved and the removal of the monitor hose on the Singlerose roundabout.

No further questions were asked on the content of either report.

Min FPC81/25 - Matters of interest within the Parish

- Cllr L Allen commented on the ongoing traffic issues on the B3274 – White River Valley. There are more vehicles using the road and are speeding at an increased rate. It was duly agreed by the Chairman that

this topic of discussion be added to the agenda at the next Full Council Meeting. **Action: Bespoke agenda item for 29.07.25**

- Cllr M Luke commented on the White River pollution issues that have severely affected lower parts of the river in recent days.
- Cllr G Tregidga commented on the need for community cohesion, notably in the village of Bugle. Ways in which bodies work together, drawing together expertise across multiple fields and creating a hub were communicated. The Chairman said that she would speak to Cllr Tregidga after the meeting.
- Cllr Mrs M Thomas commented on Parish Footpaths. She stated that two were not 'functioning' as they should. It was relayed that it was a Footpath and PROW Committee matter. A diarised meeting needed to be actioned.
- Cllr P Quilter commented on a missing 'Bugle' sign on Rosevear Road, Bugle. The Clerk will raise this matter yet again, with Rachael Tatlow. Also mentioned, there is a Penwithick sign that is rather hidden with overgrown vegetation. **Action: Clerk**
- Cllr M Shand stated that there was no Stenalees sign at the top of Stannary Road. **Action: Clerk to raise this with Highways**
- The Clerk raised important correspondence regarding the extremely poor condition of Hallane Road and Trenarren View in respect of weeds growing on paths / footways and overgrown open spaces. The Clerk undertook a recent site visit and was dismayed at the condition of the two sites. Clerk to action a meeting with the relevant stakeholders to move this subject matter forward. **Action: Ongoing**
- The Clerk raised a submitted question from the public, regarding The Manse on Molinnis Road. Councillors confirmed that the Parish Council has no involvement with that property currently, or historically.
- The Clerk informed Council that a member of the public has raised concerns regarding knotweed on Sandy Lane, Bugle. He confirmed that he has instructed the maintenance team to investigate this as a matter of priority. In the meantime, the Clerk will contact Cornwall Council to report the issue through the right channels. **Action: Ongoing**

- The Clerk confirmed that Cllr P Highland has emailed in to report that a dog waste bin has fallen down from its post on Carloggas Downs. **Action: Clerk to ask maintenance team to re-post ASAP.**
- The Clerk confirmed that he is investigating the seemingly knocking over of the recently sited 'Stop' sign at Ruddlemoor. At great cost to manufacture and to put in situ, someone has seemingly pushed it over into the hedge. **Clerk to investigate further.**
- A member of the public residing in Penwithick has contacted the Parish Council regarding the speed of traffic going through Carloggas and Penwithick. The Clerk has duly forwarded the matter onto Highways.
- The Clerk thanked Cllr Ms L Marshall and her team of volunteers on their litter pick efforts at Treverbyn and Penwithick.
- The Clerk confirmed to Council, that the Finance and General Purposes Committee have recently approved the necessary expenditure to undertake overgrown foliage maintenance that is urgently required on Sandy Lane, Bugle. Two sections have been identified to remove some Willow and Rhododendron bushes.
- The Clerk confirmed that the dog waste bin at Molinnis Crossing has now been re-posted. **RESOLVED**
- The Clerk informed Council that he has been actively trying to help the residents of Lovering Road, regarding an overflowing dog waste bin at Prengarth Play area. He has made much progress, and has highlighted the matter to the recently identified management company as a major concern. First Port have also been requested to address the condition of the kerbs and pavement in the estate that they manage for weed control and maintenance.
- A resident of Carthew has contacted the Parish Council in relation to Glebe trucks speeding in excess of the speed limit through the small hamlet. The matter has been passed onto Highways. In addition, the speeding of vehicles in general, has again, be raised.
- The following road closures have been approved:
 - Bodmin Road, Trethowel - 9th July from 09:30 to 15:30
 - Mount Stamper Road, St Austell - 15th-19th September (24 hours)
 - Drummers Hill – 22nd September to 14th November (24 hours)

Min FPC82/25 – Finance

Councillors were presented with a list of Income & Expenditure Accounts for the period end June 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 M Luke. All in Favour

Other financial matters

- Approval of the Annual Governance and Accountability Return (AGAR) 2024/25

The Council reviewed and approved the AGAR for the financial year ending 31 March 2025.

Section 1 – Annual Governance Statement: Councillors confirmed the effectiveness of the system of internal control and approved Section 1.

Section 2 – Accounting Statements: Councillors considered and approved the Accounting Statements as presented.

It was **RESOLVED** that the Chairman and Clerk sign the AGAR accordingly.

Proposed: Cllr P Quilter, Seconded: Cllr M Luke. All in Favour

- Section106 Allocation

The Clerk informed Councillors that Cornwall Council have informed the Parish Council that an entitlement of Section 106 monies are available to be drawn down, relating to planning application PA13/10597 to be specifically used for Public Open Space.

Min FPC83/25 – Committee Meeting Minutes

It was **RESOLVED** to adopt the following minutes of recent Committee Meetings and approve the recommendations therein:

1. Planning Committee Meeting held on the 27th May

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

2. Extraordinary Human Resources Committee Meeting held on the 30th May

Proposed: Cllr Mrs. A Double, Seconded: Cllr P Quilter. All in Favour

3. Heritage Committee Meeting held on 5th June

Proposed: Cllr G Tregidga, Seconded: Cllr P Quilter. All in Favour

4. Planning Committee Meeting held on 10th June

Proposed: Cllr L Allen, Seconded: Cllr P Quilter. All in Favour

5. Finance and General Purposes Committee Meeting held on 17th June

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

Terms of Reference

It was **RESOLVED** to adopt the new Terms of Reference for the Planning Committee, as prepared by The Clerk.

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

It was **RESOLVED** to adopt the new Terms of Reference for the Finance and General Purposes Committee, as prepared by The Clerk.

Proposed: Cllr M Luke, Seconded: Cllr M Shand. All in Favour

Min FPC84/25 – Correspondence

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

- Sport England Audit now completed for Starrick Moor
- Ocean Housing – Intention to sell 13 Montgomery Rd, Penwithick
- Ocean Housing – Intention to sell 25 Carnsmerry, Bugle
- Cornish Lithium – Community Liaison Group Meeting
- Cllr B Hollis attended the Mid-Cornwall Scouts AGM

- Cllr B Hollis has reached out to Officers at Treverbyn Community Hall in his capacity as the Parish Council representative and has had an introductory meeting.
- CALC News Bulletin and Training Opportunities
- A30 Link-road: Opening Event
- StARR Project correspondence
- CALC Job Vacancy: Deputy County Officer
- Citizens Advice Cornwall: Treverbyn Key Stats 2024/2025
- Correspondence from Alun Griffiths Construction
- EcoBos Meeting – Tuesday 29th July
- PROW Consultations – Additional Footpath proposal at Carngrey Rock
- MSAS – Site Assessment Forms
- Play Safety Inspection Reports
- CLUP Funding Correspondence: Stenalees Bowling Club
- Forthcoming CAP Meeting – Monday 30th June at Roche Victory Hall, 7:00pm

Min FPC85/25 – Smaller Council's: Clerk's Meeting – 09.06.25

The Clerk provided Councillors with a verbal report following his attendance at the recent Smaller Councils Clerk's Meeting that took place on the 9th June. The notes from the meeting were circulated to Councillors in advance.

Min FPC86/25 – Any Other Business

The Clerk informed the Council of recent incidents involving broken glass in Bugle, specifically at the Skateboard Park and at the Cornwall Council-owned bus shelter at Carnsmerry. In response, the Clerk arranged for a maintenance contractor to attend both sites at short notice to clear the broken glass and make the areas safe. The Chairman expressed thanks to the individual for their prompt and effective action.

The Clerk informed Councillors that a new initiative between the Police and the Parish Council is set to commence shortly. This initiative will see the introduction of Police Surgeries for residents within the Parish, providing an opportunity for members of the community to speak directly with local Police representatives.

Two initial sessions have been scheduled as follows:

- *Tuesday, 2nd July 2025*
- *Tuesday, 16th July 2025*
- *Time: 2:00pm – 3:30pm*
- *Location: Parish Office Meeting Room*

All residents are welcome to attend and raise any concerns or queries they may have in a confidential and informal setting.

The Clerk informed the Council of proposed organised games activities for the Bugle community, to be hosted by Jo Rusbridge at the Bugle Skateboard Park. The Parish Council expressed full support for the initiative. The sessions are scheduled to take place on five Fridays during the month of August.

Proposed: Cllr Mrs. A Double, Seconded: Cllr G Tregidga. All in Favour

Lastly, Councillors were informed of an underground pipe blockage on Parish Council-owned land at Hallaze, Penwithick. The Finance and General Purposes Committee has already authorised the Clerk to obtain three written quotes for the urgent repair work.

Min FPC87/25 - Confidential Items

*It was **RESOLVED** to go into closed Committee to discuss a confidential matter. Proposed: Cllr L Allen, Seconded: Cllr M Luke.*

- Molinnis Park, Bugle

It was **RESOLVED** to continue discussions following an agreement in principle, with a further meeting to be arranged with key personnel in due course. **Action: Clerk to diarise**

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

Other Items:

- The Chairman addressed concerns relating to the reading of emails, the use of electronic devices, and adherence to correct protocols by Councillors both during and outside of meetings. Councillors were reminded that, in accordance with proper procedure, all official matters should be directed through the Clerk
- The Chairman updated Councillors on the recently advertised Part-Time Administrators role

With no further business to transact, the Chairman closed the meeting at 8:52pm and thanked Councillors for their attendance.

.....(Chairman)

..... (Date)

Monthly Activity Report – Cllr Jamie Hanlon

Reporting Period: 18 May – 18 June 2025

Division: Penwithick & Boscoppa

Prepared for: Treverbyn Parish Council and Cornwall Council records

1. Casework and Resident Engagement

You've actively responded to a range of constituent concerns, including:

- Traffic and Road Safety: Addressed issues about speeding and signage on local roads.
- Accessibility and Infrastructure: Coordinated on accessibility in the Local Plan and hearing loop devices.
- Waste and Public Space Management: Liaised regarding ownership and responsibility for public bins.
- Constituent Support: Responded to queries about benefits and clarified responsibilities.

2. Council and Committee Work

- Submitted your first written report to the Parish Council.
- Participated in communications regarding committee assignments and substitutes.
- Completed and submitted your Register of Interests.

3. Training and Induction

You participated in several induction sessions, including:

- Licensing Act Training (Parts 1 & 2): Covered licensing and compliance enforcement.
- Code of Conduct Training: Covered principles of public life and social media conduct.
- Scrutiny Training: Focused on planning and effective questioning.
- Copilot Demo: Explored how Microsoft Copilot can support your work.
- Voting System Training: Invited to a session on the Council Chamber voting system.

4. Internal Collaboration and Communications

- Active in Teams discussions during induction sessions.
- Engaged with colleagues on accessibility tools and enabler support.
- Participated in the "Working in Place Welcome" session for the China Clay Area & Luxulyan.

5. Property and Planning

- Notified about a property disposal under the "no surprises" protocol.
- Scheduled a meeting to discuss the Local Plan and accessibility.

6. Administrative and Financial Matters

- Sought clarification regarding councillor pay and deductions.
- Received resources for reporting issues.

7. Community and External Engagement

- Invited to the CRLA General Meeting and received updates on housing support.
- Accepted invitation to the A30 to St Austell Link Road opening event and raised signage concerns.

8. Committee Membership

1. Central Sub Area Planning Committee (Member)
2. Adult Health and Adult Social Care and Scrutiny Committee (Member)
3. Miscellaneous Licensing Committee (Member)

Councillor Steve Trevelyan - Cornwall Councillor Report for the month of June 2025

I'm pleased to share that we had a productive and enjoyable day at Bugle Park, held in conjunction with the local youth club. The event was well attended, with many children and families taking part. The barbecue was a great success and contributed to a warm and welcoming atmosphere. Events like this clearly bring the community together, and I believe more should be planned in the future — weather permitting.

A big thank you to the Bugle Litter Pick Gang for ensuring the park was spotless ahead of the event. Their efforts were greatly appreciated. While the grass was a bit long, I understand that with the current weather, growth is particularly fast. For future events, including litter picks, I'll notify the council in advance to see if the grass can be cut beforehand.

During the event, I also spoke with local police regarding ongoing concerns about anti-social behaviour involving bikes. We discussed the possibility of approaching Imerys to explore a designated area where young people could ride safely under certain conditions. This could be a positive step forward, provided it's done in a safe and viable manner.

Additionally, I received an email from Dave Stevens regarding an informal meeting about Molinnis Park, with the Parish Council having been informed. I would like to see this progress to a formal meeting. This is an issue I do not intend to let be "kicked into the long grass," as local residents feel strongly about the park being opened for all.

Finally, the majority of emails I've received recently have been about the link road and concerns over speeding. I've spoken with Rachel Tatlow at Highways, and it's important to remind residents that the road is not yet complete, which is why the 30mph restrictions remain in place. Once the road is officially open and we've had a few months to observe traffic patterns, we can then begin discussions on appropriate speed reduction measures. Personally, I support the idea of average speed cameras, though that decision will ultimately rest with others.

Kind regards,
Cllr Steve Trevelyan
Councillor for Bugle and Roche