

TREVERBYN PARISH COUNCIL

ORDINARY FULL COUNCIL MEETING

**Tuesday 26th August, 2025 at the Meeting Room, Parish Offices,
Rockhill Business Park, Higher Bugle. Commencing at 7:00pm**

Present: Councillors – Cllr M Shand (Vice-Chairman), Cllr L Allen, Cllr B Hollis, Cllr J Eyre, Cllr K Pollard, Cllr P Quilter, Cllr Mrs. M Rance-Matthews, Cllr A Rose and Cllr Mrs. M Thomas

Also in attendance: The Clerk, Mr D Hawken and the Administrator, Mrs B Bassett.

Members of the public present: No members present.

Owing to the Chairman Cllr Mrs. A Double not being in attendance, the Vice-Chairman Cllr M Shand duly Chaired the meeting.

Min FPC106/25 - Apologies: Cllr Mrs. A Double, Cllr O Kimber, Cllr Ms L Marshall, Cllr M Luke, Cllr G Tregidga and Cornwall Councillor J Hanlon.

It was **RESOLVED** to accept the apologies received and the reasons provided.
Proposed Cllr M Shand, Seconded: Cllr P Quilter. All in Favour.

(Owing to circumstances beyond his control, Cllr P Highland duly sent apologies for the meeting the morning after.)

It was **RESOLVED** to note that no apologies were received from Cornwall Councillor S Trevelyan.
Proposed Cllr J Eyre, Seconded: Cllr L Allen. All in Favour.

Min FPC107/25 - Declarations of Interest:

Cllr M Shand declared an interest under agenda item 9, Financial Matters.

Min FPC108/25 – Councillor Resignation

The Clerk formally thanked Cllr J Eyre for his service to the Parish Council following his formal resignation. Cllr J Eyre will now be relocating from Cornwall to pursue a lifelong career ambition - to become a commercial airline pilot. On behalf of the Parish Council, the Clerk wished him good luck for the future. Cllr J Eyre will officially step down at the completion of this very meeting.

It was **RESOLVED** to officially note his notice of resignation.

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

Min FPC 109/25 – Public Participation

There were no members of the public present.

Min FPC 110/25 - Minutes of the Full Council meeting held on 29th July 2025

The minutes of the Full Council meeting held on 29th July 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 Mrs M Thomas, Seconded: Cllr P Quilter. All in Favour.

Min FPC111/25 - Matters arising from the previous Full Council minutes

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

- Min FPC93/25 – NDP: Cllr M Shand and The Clerk to diarise a meeting with Mr P Webber to ascertain next steps. **Action: No response as yet again, Clerk to chase.**
- Min FPC93/25 – The Clerk is still awaiting communication from the Cornwall Council Countryside Access team regarding the inspection of the steps at Tregarth footpath, Penwithick. **Action: No response as yet, Clerk to chase again although Cornwall Council may not notify the Parish Council of the outcome or what remedial works to be undertaken.**
- Min FPC93/25 – 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. **New update: Merriman Property Management Company will be available for a Teams meeting after 15th September 2025.**

- Min FPC93/25 – PRoW Committee meeting is to be diarised for the Autumn. **Action: Clerk to email committee members.**
- Min FPC93/25 – The missing ‘Bugle’ sign on the gateway into the village from Rosevear Road has been reported. The Clerk will raise this matter again with Rachael Tatlow at their meeting on the 5th August. **Update: It has been confirmed that a replacement sign to be erected. RESOLVED**
- Min FPC93/25 – The Clerk will raise a Stenalees gateway sign with Rachael Tatlow on the 5th August. **Action: Having raised with R Tatlow, now awaiting design options for replacement signs.**
- Min FPC93/25 – The Clerk informed members of updates regarding the vandalised ‘stop’ sign at Ruddlemoor. Much debate and discussion took place and it was subsequently agreed that the Clerk take matters further. All agreed. **Action: Clerk emailed and no response, follow up letter to send in post.**
- Min FPC93/25 – The Clerk confirmed that he is to co-ordinate a meeting regarding the StARR Project, in relation to the broken footbridge at Molinnis Moor. **Action: Clerk to contact relevant stakeholders.**
- Min FPC93/25 – The Clerk confirmed to members, that two further police surgery dates have been diarised with PCSO S Tibbles for the month of September following the success from those held in August. Further dates will be held on the 4th and 18th September.
- Min FPC 95/25 – Regarding the ongoing highway issues at Ruddlemoor, the Clerk confirmed the matter has been referred to R Tatlow. **RESOLVED**
- Min FPC 95/25 – Regarding concerns of anti-social behaviour in Penwithick/Bugle, it was agreed to invite a representative from Young People Cornwall and the work in St Austell of The House to a future meeting. **Action: Clerk to invite a member of Young People Cornwall to a future F/C meeting.**
- Min FPC 95/25 – Vegetation/footpaths near ESAM building have been reported. **RESOLVED**

- Min FPC 95/25 – Area from 50 Roche Road to the bridge has been reported to Imerys who will action remedial works, following the bird nesting season.
- Min FPC 95/25 – Hedges and grass verges on Stannary Road reported as well as area around bus shelter reported to Cornwall Council. **RESOLVED**
- Min FPC 95/25 - Footpath 424/18 has now been cut back and Highways to action 30mph sign facing the wrong way at New Molinnis. Network Rail contacted and automatic response receive to look at within 20 working days.
- Min FPC 95/25 – Clerk contacted Imerys and if they can help with perimeter boulders to park area at Lower Molinnis park area.
- Min FPC 95/25 – The three vehicles parked in Hallaze Road layby have been reported to the PCSO. **RESOLVED**
- Min FPC 95/25 – Footpath vegetation at Butts Lane and around the playing area has been reported to Habitat Restoration Co. **RESOLVED**
- Min FPC 95/25 – Graden waste fly-tipping on Treverbyn Hall land behind Wesley Close, Stenalees reported to Cornwall Council.
- Min FPC 95/25 - The Clerk has written a formal letter of complaint to Cornwall Council with regard to the Trethowel bin and £150 one off charge to purchase. No response at this stage.
- Min FPC 95/25 – Grass verges leading into Penwithick Park have been reported to Cornwall Council. **RESOLVED**
- Min FPC 95/25 – The Clerk has contacted Glebe in regard to the speed of vehicles going through Carthew. **RESOLVED**
- Min FPC 95/25 – Condition of Bugle car park reported to Habitat Restoration Co to carry out general maintenance.
- Min FPC 95/25 – Skate Park at Bugle reported to Habitat Restoration Co to cut back and weed.
- Min FPC 96/25 – Cheque for Cornwall Air Ambulance still to be sent following monies transferred from the reserve account.
- Min FPC 96/25 – £35 donation to CALC has been sent for Sarah Mason's retirement.

- Min FPC 96/25 – Habitat Restoration Co will undertake the cutting back of pathways on land at Hallaze, in order for South West Knotweed to undertake a diarised treatment.

- Min FPC 96/25 – Payment has been sent to Chairman for annual honorarium.

RESOLVED

- Min FPC 96/25 – Jefferys to carry out valuation of the Old Institute land at Molinnis following various quotes received.

- Min FPC 98/25 – Clerk to make enquiries to the whereabouts of the vinegar stone.

Action: Clerk to follow up.

- Min 101/25 – The PCSO has informed the Office that telephone calls from Bugle residents had increased the crime figures in the area over the last few months. Two closure orders have now been granted.
- Min 102/25 – The Clerk had emailed all key personnel with regard to the Highway issues on the B3274 and it is proposed to have a meeting in September to discuss.
- Min 103/25 – Clerk has replied to Clean Earth on recent presentation and stated that Parish Council unable to fully comment on proposals until a planning application was received through the official channels.

Min FPC112/25 – Cornwall Councillor Reports

It was noted that no written reports had been received from both Cornwall Councillors.

Due to a quiet month, Cornwall Councillor J Hanlon did indeed email the Clerk to state that he had no specific updates for the Parish Council. However, it was communicated that he had been working on some casework and the Trenarren View / Hallane Road project.

It was understood that Cornwall Council S Trevelyan was on holiday, however no written report or apologies had been received.

It was **RESOLVED** to accept the email correspondence from Cornwall Councillor J Hanlon
Proposed: Cllr P Quilter Seconded: Cllr J Eyre. All in Favour.

It was **RESOLVED** to note that no written report was received from Cornwall Councillor S Trevelyan

Proposed, Cllr Mrs. M Rance-Matthew, Seconded: Cllr P Quilter. All in Favour

Min FPC113/25 - Matters of interest within the Parish

- Cllr A Rose raised the subject of the newly-erected sign at the entrance of land managed by Treverbyn Hall. The issue is, should the sign threatening closure of the permissive path if misused, be lawful if the land was left in trust for the community?
Action: Clerk to contact trustees of Treverbyn Hall to find out further information.
- Junction on Stannary Road/Treverbyn Road – the bushes on the corner are causing an obstruction for drivers. **Action: Clerk to contact property owner.**
- Cllr P Quilter advised that the wooden bridge is in a bad state of disrepair just off of Beam Lane, Bugle. Also, the bench in Barry's Field is also broken and metal poles sticking out of the ground. **Action: Site visit planned for 2nd September.**
- Cllr Mrs. M Thomas advised that after Wheal Martyn going towards the Sawles Arms, the hedgerow is overgrown obstructing views for drivers on the left-hand side (near to the old post office). It is unsure who is responsible as it could be privately owned. Highways or Environment Agency could also be involved. **Action: Clerk to look into this and report to Highways as the first step.**
- Cllr L Allen has received complaints regarding Himalayan Balsam opposite the turning for Menacuddle Well on the footway. **Action: Clerk to look into.**
- Cllr Mrs. M Rance-Matthews advised that the wooden bridge on the cycle trail is overgrown by Bojea Lane and that the Ruddlemoor sign (southern end) is also covered by foliage. There is Himalayan Balsom on the river bank opposite to her property. Lastly, hedgerows outside of Wheal Martyn also overgrow. **Action: Clerk to contact A Trudgian at Wheal Martyn and to report the other issues to Sustrans and Highways.**
- The Clerk had received an email regarding the dog waste bin missing at the car-park near to Rocks works, Rosevear. **Action: Clerk reported to J Elvins at Imerys.**

- Habitat Restoration Co have actioned works at Bugle car park, vegetation around the benches from Singlerose to ESAM Building and fixed a new steel back plate to the ramp at Bugle skate park.
- The administrator had reported the post box at Ruddlemoor to the Royal mail as concerns snails eating the mail.
- The Clerk had received an email from Highways with regard to switching off streetlighting in certain areas to save carbon, costs and improving the environment. Within Treverbyn parish, Scredda will be have streetlights switched off from midnight to 5am each day from the beginning of September.
- R Tatlow from Highways is making arrangements to remove the 30mph near to the Molinnis crossing.
- The pilot project for weed treatment and path clearance is being completed at Trenarren View and Hallane Road, St Austell and has received positive feedback.
- G Hooper had reported that the path is overgrown along Telephone Lane, this has been reported to Habitat Restoration Co to action.
- Waste bin at Bugle skate park was reported as full and has now been emptied by Biffa.
- Footpaths needing attention – 25/1, 45/2 and 45,1, all actioned by Habitat Restoration Co.
- Numerous reports have been received regarding hedges and verges overgrown from Singlerose roundabout towards the Sawles Arms on the left-hand side. Imerys are aware and will action following the completion of the bird nesting season.
- Footways, verges and kerbs all overgrown from ESAM building down to Carbis Road and have been reported to Cornwall Highways.
- Email received from Merrimans regarding trees overgrown at Cookworthy Close, Penwithick. Teams meeting to be arranged week commencing 15th September when they are next available to discuss. **Action: Clerk to arrange.**
- Email received regarding speed of traffic through the 20mph limit on Roche Road. **Action: The Clerk has contacted R Tatlow who will organise a speed visor unit to be deployed.**

- Resident from Penwithick unhappy with the overgrown area along Hallaze Road and into Penwithick Park. Concern for walkers and drivers along the stretch of road.
Action: Clerk to report to Cornwall Council.
- Vegetation reported around Lovering Fields to First Port, acknowledged and passed on to the ground's maintenance contractor.
- The Clerk has reported overgrown hedge on Stannary Road – lower side of Chynoweth Lane.
- The Clerk has reported overgrown verge and area around the bench to the entrance of the cemetery on Treverbyn Road.
- The Clerk has reported vegetation around the bus shelter on Stannary Road.
- Water leak on the B3274 Bodmin Road, just down from the Chapel Guesthouse.
Action: Reported to R Tatlow at Cornwall Highways who has passed on to South West Water.
- Outstanding tarmac works at Molinnis crossing. **Action: Chased with network rail and will advise within 20 working days.**
- The following footpath and road closures have been approved:
 - Footway at Carclaze Road, St Austell – 27th Oct – 28th Oct from 07.30 to 6.00pm
 - Carclaze Road, St Austell – 15th Nov – 18th Nov (including weekends)
 - Road from Bowling Green to Higher Menadew, Lavrean, Bugle
28th Aug – 29th Aug from 9.30 to 3.30pm
 - Road from Kerrow Lane to Rescorla, St Austell – 25th Aug – 29th Aug (24 hours)
- The new link-road speed limit of 30mph has been extended until the 30th September 2025. The Treverbyn Parish Council Facebook page has been updated.

Min FPC114/25 – Finance

Councillors were presented with a list of Income & Expenditure Accounts for the period end August 2025.

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

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

Cllr. Mrs M Thomas raised to members, the proposal to undertake a paper audit. This had already been discussed in a previous meeting outside of committee, and the Clerk advised that the Chair had said it was not necessary, not required and it had already been refused.

Other financial matters

The Clerk advised that the new front door had been fitted for disabled access and will soon be, fully compliant pending a final external modification. Ramp access from outside is now to be completed.

A quote had been received from Kernow installations to install a hearing loop in the meeting room - £785 + VAT. This will be forwarded to the Finance and General Purposes Committee. The Clerk advised that he will gain three quotes for consideration and possible funding sources.

The Clerk had received a quote to replace one of the toddler swings at Lower Molinnis park following report from Cllr P Highland of vandalism. Cost for one swing is £200 + VAT. Cllr Mrs. M Thomas asked if consideration be given to a seat for an older child rather than a toddler so one of each. Councillors discussed the swing and also, the replacement of the bench in the park as it is being used more.

It was **RESOLVED** that quotes for a swing for an older child and a standard bench are obtained.

Proposed: Cllr Mrs. M Thomas Seconded: Cllr J Eyre. All in Favour. **Action: Clerk to action.**

The Clerk advised that the land at Lower Molinnis was being valued by Jeffreys on the 28th August following their quote of £250.00 plus VAT.

A request had been received from Life Education who are providing health and wellbeing workshops to 204 children at Treverbyn School and that the school will contribute approximately 70% of the cost leaving a shortfall of £145.00. Would the Council be willing to subsidise the rest in order to deliver the workshops to all of the school?

It was **RESOLVED** to donate the shortfall of £145.00 for the workshops.

Proposed: Cllr Mrs. M Thomas, Seconded: Cllr J Eyre. Seven in favour and two abstentions (PQ and MRM) **Action: Clerk to send payment to Life Education.**

Following the external audit, the Clerk had been requested to provide a balance as at 31st March 2025 of the account relating to the parish plan which had been dormant since 2016. The account balance is £9.40. A proposal was made to transfer the funds to the current account and subsequently close the account.

It was **RESOLVED** to transfer the funds to the current account and close this account.

Proposed: Cllr M Shand, Seconded: Cllr Mrs. M Rance-Matthews. All in Favour. **Action: Clerk to arrange transfer and closure with signatories to the bank account.**

**Cllr Mr M Shand leaves the room.*

*Owing to Cllr M Shand having an interest in the next item, a temporary Chair would now have to be elected. It was duly **RESOLVED** that Cllr. L Allen take the Chair.*

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

With having two members of staff in the office, there is an on-going issue with not being able to save documents to one place. Cllr M Shand has been looking into how the problem can be resolved and the most cost-effective solution would be to install a service in the form of a NAS (Network Attached Storage) system. This will ensure work can be carried out individually on either computer and saved and accessed from both machines. In addition, the NAS would, in time, enable Councillors to access a shared drive to look at all relevant documents relating to meetings in electronic format.

It was **RESOLVED** to accept the quote received to install the NAS box.

Proposed Cllr Mrs. M Rance-Matthews, Seconded: Cllr. P Quilter. All in Favour.

**Cllr M Shand returned to the room and resumes as the Chair.*

The Clerk informed Councillors that until the next precept payment is received, there would be a need to temporarily transfer over, an agreed figure from the reserve account the current account.

It was **RESOLVED** to proceed to the temporary transfer of £20,000.
Proposed Cllr Mrs. M Thomas, Seconded Cllr B Hollis. All in Favour.

Action: Clerk to arrange transfer from reserve account to current account.

The new bank account has been set up with Lloyds with the three agreed councillor signatories. Funds will be transferred over from Natwest account to Lloyds.

Min FPC 115/25 – 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 8th July 2025

Proposed: Cllr Mrs. M Rance-Matthews, Seconded: Cllr B Hollis. All in Favour.

2. Planning Committee held on the 12th August 2025

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

Min FPC 116/25 – Chairman's announcements

No report due to Chair not being present.

Min FPC 117/25 – Complaints Procedure Policy

The current Complaints Policy has been updated with the correct contact information by the Clerk. This should be reviewed every three years.

It was **RESOLVED** to adopt the updated Complaints Policy.
Proposed Cllr M Shand, Seconded: Cllr L Allen. All in Favour.

Min FPC 118/25 – Enhanced LMP Grant Invitation for 2025-2026

An email had been received from David Wood, Countryside Officer with regard to a grant available for up to £15,000 to improve Public Rights of Way. Applications would need to be received by 31/3/26.

Cllr Mrs. M Thomas proposed that a Rights of Ways Footpath committee meeting be diarised so that an application can be considered to be put forward.

It was **RESOLVED** that a meeting is arranged for those that sit on Rights of Way Footpath Committee. **Action: Clerk**

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

Min FPC 119/25 – Correspondence

- The Clerk had circulated details by email of the training currently being offered by CALC to councillors. Please get in touch with the Clerk or Admin to book. CALC have also sent out an update on improving footways and paths.
- The recent CALC news bulletin has been circulated (25/8/25).
- Cllr. Mr P Highland had emailed the Clerk, with regards details of the Chamber of Commerce survey concerning Cornwall's status as a fifth nation. The Clerk had discussed with the Chair and it wasn't necessary for the Parish Council to get involved as Cornwall Council are dealing with this matter.
- The Town and Parish Council and Affordable Housing newsletters have been circulated from Cornwall Council.
- An office inventory has been completed and sent to David Philp.
- The Countryside Access Team has a new ranger for the Parish area – Chris Bond.

Min FPC120/25 – Any Other Business

- 1) Prior to the meeting, the Clerk received a written submission from Cllr Mrs M. Thomas at 5:30pm, requesting that issues relating to the Council's Co-option Policy be discussed. The matter concerned transparency and the recommendation of two applicants, selected by the Human Resources Committee, for appointment by Full Council at the meeting held on 29th July.

The Clerk explained the co-option process in detail:

- All candidates submitted an official application form, following the publication of the co-option vacancies.

- The Co-option Policy was provided to all applicants and is readily available on the Council's website.
- Four applications were received for two Councillor vacancies; one applicant withdrew on the day of the interviews, leaving three candidates to proceed.
- Interviews were conducted by members of the Human Resources Committee. Of the seven members, four were available, and all seven committee members were invited to participate.
- All candidates were asked the exact same questions and scored objectively.
- It was resolved to *recommend* the two strongest candidates for co-option.
- The *recommended* candidates were invited to attend the Full Council meeting on 29th July to be formally co-opted.
- At that meeting, the Chairman invited each candidate to address the Council and in turn, allowed Councillors to ask both candidates questions.
- It was proposed, seconded, and unanimously resolved to co-opt both recommended candidates.

The Clerk confirmed that the co-option process had been conducted in accordance with the Council's Co-option Policy and the statutory requirements of the Local Government Act 1972, and was therefore completely lawful.

Cllr Mrs M. Thomas raised further questions regarding why Full Council could not review all applications and why all Councillors could not participate in the interview process. She stated that she had not seen any notes/minutes of the meeting, which should be made available. She expressed concern that the process could potentially expose the Council, and by extension, the interview panel, to allegations of unfair practice, and suggested that the process could give an impression of secrecy. Furthermore, she stated that she didn't know what questions were asked of the candidates.

The Clerk reiterated that the co-option process was fully compliant with the Council's adopted Co-option Policy and the statutory requirements of the Local Government Act 1972. All candidates were treated equally, the process was transparent, and the final decision was properly made by Full Council, which alone is legally authorised to co-opt members. The Clerk is satisfied that the process was both lawful and fair, and that there is no basis for questioning its integrity.

Cllr M. Shand expressed thanks to all members of the Human Resources Committee for shortlisting and those that interviewed the candidates for the recent two Parish Councillor vacancies, as he had been unable to attend.

- 2) Cllr P Quilter raised concerns on the projector and lighting in the room. Could a new projector be purchased as difficult to view certain items on screen? The Clerk advised that the matter can be discussed at the forthcoming Finance and General Purposes Committee meeting.
- 3) The Clerk reported that the police surgeries were going well, with the next one planned for Thursday 18th September at 2pm in the afternoon.
- 4) The Clerk had received an email reply from Jeremy Elvins at Imerys with regard to the StARR project. He informs that Molinnis Moor is being looked at by Natural England as a potential National Nature Reserve. J Elvins happy to be involved with a site visit, alongside the Clerk, regarding the broken footbridge on parish footpath 424/18.
- 5) The Clerk had emailed Councillors following an email from Habitat Restoration Co who have come forward with a proposal for a community project working with the Parish Council. Charlie Nicholson will attend a future Full Council meeting to talk through his ideas and proposal.
- 6) The Clerk had emailed CLK Wood following the advertising of their business on land owned by the Council, namely Carthew triangle. They have since responded and asked if permission could be given for their advertising flags to be displayed

during their opening hours to promote their business. Following discussion, Councillors felt it would set a precedent and if one business was allowed to advertise, then it would open the floodgates for others in the area to want to do the same.

It was **RESOLVED** that the request to advertise be refused. **Action: Clerk to contact CLK Wood.**

Proposed Cllr. L Allen, Seconded: Cllr J Eyre. All in Favour.

- 7) The Clerk wished to seek permission for the disposal of assets from the office – two printers/two office chairs and a waste bin.

It was **RESOLVED** that the request is granted.

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

Min FPC121/25 – Confidential Matters

The Clerk provided an update on the following:

- Molinnis Park

With no further business to transact, the Chairman closed the meeting at 8.55pm and thanked Councillors for their attendance.

..... (Chairman)

..... (Date)