Treverbyn Parish Council

Ordinary Full Council Meeting
Tuesday 29th September, 7.00pm
Parish Offices, Rockhill Business Park, Higher Bugle

Before the meeting commenced, Sarah Keast and Dan Thairs from the Adult Social Care team gave a presentation on Extra Care Housing. Extra care is primarily for older people ages 55 and over and accommodation comprises self-contained homes with care and support services available 24/7 to enable independent living. A proposed scheme for around 70-80 flats is currently being discussed in partnership with Eco Bos at Carclaze Garden Village.

Both Sarah and Dan, then left the meeting.

Present: Councillors – Cllr Mrs. A Double (Chair), Cllr L Allen, Cllr P Highland, Cllr B Hollis, Cllr O Kimber, Cllr M Luke, Cllr Mrs. M Rance-Matthews, Cllr K Pollard, Cllr P Quilter, Cllr A Rose and Cllr A Townsend.
Also in attendance: The Clerk, Mr D Hawken and the Administrator, Mrs B Bassett.
Members of the public: None present.

Min FPC127/26 – **Apologies**

Apologies received from Cllr M Shand, Cllr Mrs. J Killacky Cllr Mrs. M Thomas and Cllr G Tregidga.

It was **RESOLVED** to accept the apologies received.
Proposed: Cllr L Allen, Seconded: Cllr P Quilter. All in Favour.

Min FPC128/26 – Declarations of Interest

Cllr O Kimber, Cllr M Luke & Cllr P Highland all declared under a) Pecuniary Interests for item number 7) Finance.

Cllr M Luke also declared under a) Pecuniary Interests for agenda item 17) Trethurgy Playing Field – Trusteeship.

Min FPC129/26 – Public Participation

There were no members of the public present, so there was no requirement to hold this agenda item.

Min FPC130/26 - Minutes of the Full Council meeting held on 28th July 2026

The minutes of the Full Council meeting held on the 28th July 2026 had been circulated in advance of the meeting and were duly approved as a true and accurate record. The minutes were duly signed by the Chairman.

Proposed: Cllr O Kimber, Seconded: Cllr P Quilter. All in Favour.

Min FPC131/26 - Matters arising from the previous Full Council minutes

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

- Min FPC112/26 – Jo Rusbridge from Bugle Library of Things, organised a community fun day on Saturday 15th August. **UPDATE: Success.**
- Min FPC112/26 – The notice board has been installed at Bluebarrow Close and a new dog waste bin at the end of the trail on Carbis Road. **UPDATE: Completed.**
- Min FPC112/26 – New Door Entry System. **UPDATE: Completed.**
- Min FPC112/26 **–** CIL application for installation of new footpath. **UPDATE: Completed and submitted.**
- Min FPC112/26 – Tree audit. **UPDATE: Awaiting quotes.**
- Min FPC112/26 - Community Emergency Plan. **UPDATE: Meeting has taken place, Emergency Plan to be tabled for adoption at a Full Council meeting asap.**
- Min FPC112/26 - Litter picking equipment. **UPDATE: Delivered and used, future sessions to be arranged.**

- Min FP112/26 - Bugle Skate Park, Charles Street Park issues - **UPDATE: compiling report – ongoing and will be presented at a future meeting, asap.**
- Min FPC112/26 - Trethowel Recreational Ground – **UPDATE: Unable to carry out vegetation clearance, due to bird nesting – Clerk awaiting three quotes.**
- Min FPC112/26 - B3274 road traffic issues in Trethowel/Ruddlemoor/Carthew. R Gates co-ordinating meeting. **UPDATE: Emailed Roger Gates again.**
- Min FPC112/26 - Hand rail from Treverbyn Park leading to Band House Lane **UPDATE: Completed by Cornwall Council.**
- Min FPC112/26 - Cllr A Rose reported that the school sign at Treverbyn has been vandalised, slow signs and white triangles on the speed bumps have faded. In addition, the 20mph sign was becoming overgrown and drivers unable to see it before the bridge. **UPDATE: New sign up and line markings reported to Highways.**
- Min FPC112/26 - Sandy Lane Footpath (Bugle) **UPDATE: Site visit to be arranged.**
- Min FPC112/26 - Gateway Entry signage. **UPDATE – Awaiting quote from Cornwall Council Highways.**
- Min FPC112/26 - Damaged swing at Lower Molinnis Play Area**. UPDATE: Completed.**
- Min FPC112/26 – New General maintenance contractor. **UPDATE: Appointed.**
- Min FPC112/26 - Ruddlemoor, damage where snowdrops have had significant historical importance adjacent to the Clay Trail**. UPDATE: Planting diarised.**
- Min FPC112/26 – Footpath 424/1. **UPDATE: Has been cut, however, not to a great standard.**
- Min FPC112/26 - RoSPA Annual Playground Inspections. **UPDATE: Completed.**
- Min FPC112/26 – Proposed Climate and Environmental Committee. **UPDATE: Awaiting response from Councillors ready to diarise.**
- Min FPC113/26 - It was **RESOLVED** that the Clerk respond to Cornwall Councillor J Hanlon's email accordingly. **ACTIONED.**
- Min FPC114/26 – Community Grant Application from Imerys Bowling Club for a new bench. **PAID.**

- Min FPC114/26 – Community Grant Application from Bugle Library of Things for the fete on Saturday 15th August. **PAID.**
- Min FPC114/26 – Community Grant Application from Life Education Wessex workshop at Treverbyn Academy. **PAID.**
- Min FPC114/26 – Letter of thanks to Mr D Philp for the air conditioning units. **ACTIONED.**
- Min FPC114/26 - Playground Inspection and Improvements. **COMPLETED.**
- Min FPC115/26 - Cllr P Quilter consideration be given to CCTV in Charles Street Park, Bugle and speed warning sign from Bugle into Penwithick overgrown. **UPDATE: Not in our ownership at this stage, vegetation reported to Highways.**
- Min FPC115/26 - Cllr G Tregidga advised that the bus service from St Austell to Roche had improved, not sure about the St Austell to Bodmin continuation after the summer**. ACTIONED.**
- MinFPC115/26 - Cllr Mrs. M Rance-Matthews reported the tarmac on the pavement from Carloggas to the ESAM building was breaking up and possible signage for the cycle trail on the main entrance to Wheal Martyn. **REQUESTED.**
- Min FPC115/26 – Parking in Bugle on double yellow lines. The Chair discussed an Enforcement Officer in the Parish. **UPDATE: St Austell Town Council advised against, Chair to discuss with Clerk going forward.**
- Min FPC115/26 – Cllr Mrs. A Double raised about the bins at Century Close, St Austell. **UPDATE: Cornwall Council have now agreed to empty the Burlawn Open space bin.**
- Min FPC115/26 - The Clerk has contacted Ann Trevarton regarding Treverbyn cemetery trees. **UPDATE: Programmed, to be carried out over the next few weeks.**
- Min FPC115/26 - A resident of Trethurgy has emailed to request if a cradle swing could be put up in Trethurgy park. **UPDATE: To be discussed later in agenda.**
- Min FPC115/26 - Footpath next to the cricket field in Bugle needs cutting back, outside of the LMP agreement. **UPDATE: Meeting to be arranged with Countryside Access Team.**

- Min FPC115/26 - Anti-social behaviour and vandalism in the play park at Hallaze Road, Penwithick. **ACTION: Clerk has reported to local PCSO and Cornwall Council visited, but no needles found.**
- Min FPC115/26 - New dog waste bin to be installed at Trenarren View/Menear Road. **UPDATE: Completed.**
- Min FPC115/26 - Condition of Menacuddle Well noticeboard. **UPDATE: Actioned, added to list for S Turner, Contractor.**
- Min FPC115/26 - Overgrown trees on the river bank in Trethowel. **COMPLETED.**
- Min FPC115/26 – Report of homes discharging raw sewage in Bugle going into the river/stream. **UPDATE: Inspected by Environmental Health, but no issue found.**
- Min FPC118/26 - Proposed Devolution of West Carluddon Park**. UPDATE agenda item later in meeting.**
- Min FPC123/26 - Partnership Development Day thanks and media post. **UPDATE: Completed.**
- Min FPC124/26 – New development on Treverbyn Road street name suggestions. **UPDATE: Completed**.
- Min FPC124/26 - Safety concerns on Bodmin Road leading to Menacuddle Well, in respect of overgrown vegetation. **UPDATE: Clerk dealing with St Austell Brewery.**
- Min FPC124/26 - Meeting of Menacuddle Well Steering Group on the 3rd September. **UPDATE: Meeting cancelled.**
- Min FPC124/26 - Cllr P Highland suggesting the possibility of twinning with another town with Cornish mining links. **UPDATE: October agenda item.**
- Min FPC125/26 – Get-well card can be sent to Cllr O Kimber's wife from the Parish Council. **UPDATE: Done.**

<u>Min FPC132/26</u> – Cornwall Councillor Reports

No apologies, nor written reports were received from either Cornwall Councillor. The Chair read out a response from Cornwall Councillor J Hanlon, following an email sent by the Clerk, as resolved by members at a previous meeting

<u>Min FPC133/26</u> – Financial Matters

**Cllr P Highland leaves the room at 7.36pm.*

Councillors were presented with a list of Income & Expenditure for the month of August 2026. It was **RESOLVED** to approve the monthly accounts.

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

**Cllr P Highland returns to the room at 7.38pm and Cllr O Kimber leaves the room.*

Councillors were presented with a list of Income & Expenditure for the month of September 2026. It was **RESOLVED** to approve the monthly accounts.

Proposed: Cllr Mrs. M Rance-Matthews, Seconded: Cllr A Townsend. All in Favour.

**Cllr O Kimber returns to the room at 7.41pm and Cllr M Luke leaves the room.*

Community Grant Application from Trethurgy Village Hall for works to improve the adjacent car park, cutting back vegetation/trees around the car park.
It was **RESOLVED** to award £430 + VAT for the works.
Proposed: Cllr O Kimber, Seconded: Cllr P Quilter. All in Favour.

**Cllr M Luke returns to the room 7.45pm.*

Sam Turner has researched a replacement bin for the Skate park at Bugle, and will subsequently install. It was **RESOLVED** to purchase a new litter bin.
Proposed: Cllr Mrs M Rance-Matthews, Seconded: Cllr K Pollard. All in Favour.

The Clerk advised members that he had authorised an urgent repair to be carried out to the toddler park slide. The playground contractor had assessed and repaired it within 24 hours.

<u>Min FPC 134/26</u> – External Auditor's Report
The Council considered the External Auditor's Report issued by BDO for the financial year ended 31st March 2026.

Members noted the single minor matter identified in the report, relating to the alignment of dates following the necessary restatement of the previous year's accounting figures and associated Accounting Statements. It was acknowledged that the restatement had been required to address discrepancies arising from historical financial information inherited from the Council's previous Clerk and earlier internal audit arrangements.

The Council recognised that the matter was historical in nature and was not attributable to any action or omission on the part of the current Clerk. Members further noted that, aside from this minor technical discrepancy, the external audit had identified no other matters of concern, providing assurance and gravitas as to the Council's financial accounting and reporting arrangements.

It was **RESOLVED** to formally receive and accept the External Auditor's Report issued by BDO for the financial year ended 31st March 2026; to note the singular matter identified and the circumstances giving rise to it; and to formally record that the discrepancy resulted from the necessary restatement of historical accounting information inherited from the Council's previous financial administration, rather than from any action or omission of the current Clerk.

Proposed: Cllr Mrs A Double, Seconded: Cllr B Hollis. All in favour.

Min FPC 135/26 – 2026/27 National Pay Award and revised Pay Scales

Members **RESOLVED** to support the national salary pay award to staff, with effect from the 1st April 2026.

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

Min FPC 136/26 – Rialtas Financial/Asset Management Software

The Clerk presented and outlined the quotations received from Rialtas for the provision of an integrated financial management and asset management software package.

Members were advised that the software is widely used by Parish Councils across Cornwall and would provide a more efficient and structured approach to the Council's

financial administration, accounting processes and asset management, benefiting both staff and Councillors.

The Clerk explained that the proposed package would involve an initial one-off cost for implementation and staff training, followed by an annual subscription fee for the continued use of the software.

Following consideration, it was **RESOLVED** to approve the purchase and implementation of the Rialtas financial management and asset management software package, including the associated implementation, training and ongoing annual subscription costs.

Proposed: Cllr M Luke, Seconded: Cllr P Highland. All in favour.

Min FPC 137/26 – Parish Maintenance Update – General and Playground

The Administrator advised Members that this would become a standing agenda item to provide regular updates on the work undertaken by the Council's two appointed contractors, covering general parish maintenance and playground inspections and maintenance.

Members were informed that Sam Turner had made a very positive start to his appointment, with initial works commencing in Stenalees, including the removal of weeds along kerb lines and the cutting back of overgrown vegetation. The Administrator reported that positive feedback had been received from parishioners, both through direct approaches to the contractor whilst carrying out his duties and through communications received by the Council office.

The Administrator further advised that Andy Harper had undertaken inspections of the Council's playgrounds and had provided recommendations for further maintenance and remedial works at each location.

Members expressed their appreciation for the positive progress made by both contractors and acknowledged the encouraging feedback received from the community.

ACTION: The Clerk and Administrator to obtain quotations for the additional works identified following the playground inspections and to write to both contractors conveying the Council's thanks and appreciation for their work to date.

<u>Min FPC 138/26</u> – Matters arising within the Parish

Cllr O Kimber reported the condition of the main road surface through Penwithick and the graffiti to the bridge after the ESAM building. Road through Ruddlemoor road traffic calming continues to be in poor condition. **ACTION: Clerk has reported the road to Highways and will contact R Tatlow from Highways regarding graffiti and traffic calming.**

Cllr A Rose advised that the gate had been vandalised behind Warren Court**. ACTION: Clerk has emailed the Chair of Treverbyn Community Hall.**

Cllr P Highland asked about the van still parked along Lower Molinnis. **ACTION: Clerk has contacted the owner; however, he will make further contact.**

Cllr Mrs. A Double passed on thanks for the hedge cutting outside Pochin House. Could the Lovering Road bin be checked to ensure it has been emptied. **ACTION: Administrator to visit.**

Cllr M Luke would like to pass on his thanks for the Heritage Committee for attending the Trethurgy Hall late summer event. Caravan at the top of Menear Road and area around the civic amenity centre is overgrown and a lot of rubbish. **ACTION: Clerk to contact enforcement and SUEZ.**

Cllr Mrs. M Rance-Matthews asked about the bus stop road markings that had been painted in Carthew. **UPDATE: Clerk has already spoken to R Tatlow.**

Cllr K Pollard wished to feedback on the metro project in Bugle and that following some issues, he had spoken to manager involved who had been really accommodating and positive to changes that were necessary for traffic flow.

Cllr P Quilter asked about the school crossing in Bugle with works going on and several areas along Roche Road being overgrown impacting the road. **UPDATE: Administrator**

advised that Cormac were dealing with the school crossing. Clerk advised that if private resident along Roche Road, then Cornwall Council write to them direct and are charged if works not undertaken.

The Clerk had shared the Metro project email with Councillors.

The Clerk had received several complaints regarding the traffic lights at Higher Bugle. Temporary works have been carried out and traffic lights taken away.

Drainage works are being carried out on Stannary Road, near Treverbyn Road, Stenalees from 8th September till the 9th October. Three-way traffic lights in place.

A resident has contacted Cornwall Council direct in relation to the A391 roundabouts and verges. Cornwall Council have responded and will address.

The Clerk has written to Cornwall Highways in relation to the speed of traffic on Roche Road and Rosevear Road, Bugle. A 20mph roundel sign will be installed on Roche Road, Bugle and will be monitored. At this stage, Rosevear Road is not an option based on the police data. Should the local community wish to get involved, the police can help set up a Community Speed watch Group.

Treverbyn Hall car park is in poor condition and thought to be owned by Cornwall Council. **ACTION: Clerk to meet Josh Grimshaw from the school ASAP.**

Knotweed treatment works have been carried out in Hallaze.

Parish footpath 4 – Following a visit with the Countryside Access Team it is hoped Ruddlemoor/Carthew footpath will be reinstated. Jeremy Elvins also positive to this approach.

<u>Three road closures</u>

New Street and Crescent Road, Bugle from 26th September to 2nd October. Works to alter kerb line and signate.

A301 North East Distributor Road, St Austell from 5th to 7th October for road maintenance and gully emptying.

Rosevear Road, Bugle from 16th October from 8.00 to 18.00.

<u>Min FPC 139/26</u> – Committee Meeting Minutes

It was **RESOLVED** to adopt the following minutes of the committee meeting and approve the recommendations therein:

1. **Heritage Committee Meeting held on 15th July 2026**
   Proposed: Cllr L Allen, Seconded: Cllr M Luke. All in Favour.
2. **Planning Committee Meeting held on 11th August 2026**
   Proposed: Cllr L Allen, Seconded: Cllr P Highland. All in Favour.
3. **Planning Committee Meeting held on the 8th September 2026**
   Proposed: Cllr L Allen, Seconded: Cllr P Highland. All in Favour.
4. **Finance & General Purposes Meeting held on 22nd September 2026**
   Proposed: Cllr Mrs. A Double, Seconded: Cllr M Luke. All in Favour.

   The Chair highlighted to Full Council, some of the key recommendations made by the Finance and General Purposes (F&GP) Committee:
   - **Canva Subscription:** A subscription at a cost of £18 per month.
   - **Bugle Skate Park:** Japanese knotweed treatment is required. The Clerk is to obtain quotations for the necessary works.
   - **Trenarren/Larcombe and Hallane:** The committee recommended to proceed with full title reports relating to the devolution works undertaken by Charles French.
   - **Bus Shelter Cleaning:** The cleaning of seven bus shelters, ten noticeboards and the Parish Offices is to go out to tender.
   - **Verge, Roundabout and Hedge Maintenance:** Cornwall Council had offered the Parish Council a Local Maintenance Agency Agreement. However, the funding offered was considered insufficient, and Cornwall Council had indicated that no further increase in funding would be forthcoming.

**Cllr O Kimber left the meeting at 8.30pm.*

<u>Min FPC 140/26</u> – Proposed Devolution of New Open Space Asset: West Carluddon Pocket Park

The Chair advised that in proceeding with the Carluddon Pocket Park there must be better communication on timings so that the Parish Council can budget accordingly for 2027/28.

It was **RESOLVED** to proceed with the pocket park and Treverbyn Parish Council will take on responsibility.

Proposed: Cllr Mrs A Double, Seconded: Cllr B Hollis. All in Favour.

<u>Min FPC 141/26</u> – Chairman's Announcements

None at this stage.

<u>Min FPC 142/26</u> – Stenalees Bowling Club – Proposed Development and Works

Plans for new clubhouse/extend the green in order to hold competitions. In addition, extending the car park which is owned by the Parish Council to create more spaces.

It was **RESOLVED** to support and give permission for the works to go ahead.

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

<u>Min FPC 143/26</u> – Trethurgy Playing Field – Trusteeship

Cllr M Luke provided an update on the existing trusteeship arrangements, explaining that both he and local residents had understood that Treverbyn Parish Council had taken over trusteeship approximately ten years ago. However, following thorough investigations, the current Clerk had confirmed that this was not the case and that the Parish Council was not the legal trustee.

Furthermore, Imerys had confirmed that the majority of the Pump Track was situated on land within its ownership.

Cllr Luke advised that the Trethurgy Social Hall Committee was fully supportive of the Parish Council assuming legal trusteeship.

Cllr M Luke left the meeting at 8.45pm.

It was **RESOLVED** that the Parish Council pursue the necessary legal arrangements to secure the transfer of land and trusteeship, and that the Clerk obtain quotations for the associated legal services

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

**Cllr M Luke returned to the room at 8.50pm.*

Min FPC 144/26 – Correspondence

The Clerk shared training available from CALC from October to December.

A resident has emailed with regard to the use of weedkiller as they are concerned about the new maintenance contractor and what he is using. Clerk replied and confirmed that all weed management processes at present, are carried out manually.

The Clerk and Cllr M Luke will be attending the CALC Conference on Tuesday 6th October at the Royal Cornwall Showground.

The Clerk is completing all the relevant documentation for the road closure in November for the Remembrance Parade, as well as the necessary risk assessments.

The Clerk is currently on a working group for Town and Parish Councillors alongside Cornwall Council for Public Realm and weed management. A service level agreement has been tooted at being introduced.

The Clerk shared a CALC news bulletin update.

The Clerk has sent through a Town and Parish Council Bulletin for people in Cornwall to give their views on the new Cornwall Local Plan 2030. It is encouraged that all Councillors feed in their views.

Ocean Housing have emailed to advise their intention to sell 15 Tedder Road, Penwithick.

Wheal Martyn are holding a fundraising Wine & Wisdom evening on Thursday 15th October if anyone is interested to attend – details on their website.

A resident has been in touch with regard to traffic and speeding concerns in Carbean. **ACTION: Clerk to refer to Cornwall Council.**

The Clerk wished to express the positive feedback and comments from the public since the new maintenance contractor had started work in Stenalees and Higher Bugle.

The next China Clay Area and Luxulyan Community Area Partnership meeting will be held on Monday 12th October at 7pm at the Treverbyn Parish Council offices.

The Chair and Clerk will attend the St Austell Town Council Remembrance Day Parade and Service.

The Clerk, Cllr P Quilter and Cllr B Hollis attended a Healthy Debate Skills session at Stephen in Brannel Parish Council on the 9th September.

R Tatlow has emailed with regard to the new Bugle signage with additional wording in dedication to the West of England Bandsmen's Festival. Additional options can be considered on other gateways to Bugle with suitability and quotes.

It was **RESOLVED** that the Clerk obtain options and quotes for four gateway signs. Proposed: Cllr Mrs. A Double, Seconded: Mrs. M Rance-Matthews. All in Favour.

Noah Law MP has contacted the Parish Council with regard to ASB around Hallaze Road, Penwithick and Bugle. He is looking for the Council views on the potential installation of CCTV and the potential for asset devolution. **UPDATE: Clerk has responded to update regarding devolution and discussions around CCTV.**

Update from CALC following their meeting informally with Cornwall Councillors who will continue to work to strengthen the partnership working across the sector.

<u>Min FPC 145/26</u> – Any other Business

There will be a police surgery held at the Parish Offices on Thursday 1st October at 5pm.

Molinnis Park Deed of Trusteeship transfer document has all been signed and returned to the Solicitor, pending the completion of an ID1 form that involves a local resident/landowner.

There will be a Budget setting workshop for all Councillors in closed session on Tuesday 10th November following the Planning meeting. It is important that all Councillors attend.

Bugle School are after some flood lights for an event in November if anyone can help.

The Enhanced LMP Grant application has been submitted for footpath signage improvements.

The CIL application has been submitted.

Meeting with R Gates and N Willcocks at Charles Street, Bugle. Clerk has addressed the works required before any devolution takes place.

CAP Clerk's meeting – new clerks at St Enoder and St Dennis were welcomed.

There is still an amount of S106 monies available at Hallaze.

<u>Min FPC146/26</u> – Confidential Matters

No items tabled.

With no further business to transact, the Chairman closed the meeting at 9.18pm and thanked Councillors for their attendance.

…… (Chairman) …… (Date)