Treverbyn Parish Council

Ordinary Full Council Meeting

Tuesday 27th October, 7.00pm

Parish Offices, Rockhill Business Park, Higher Bugle

Before the meeting commenced, Mr Rob Faro, the Chairman of the West of England Bandsmen's Festival and Helen Rowe gave a presentation on the vision for the festival going forward. With Treverbyn Parish Council to become trustees of the land where the festival is held, a good working partnership would be valued in order that the site is of benefit to the community and surrounding areas and not just for the two weeks in the summer. Having been running since 1912 with bands visiting from all over the world, it is hoped that the plans will benefit all supporters and visitors to Bugle. With regard to funding, they are looking to apply for grants available with the support of the Parish Council.

Rob Faro and Helen Rowe left the meeting.

Present:	Councillors – Cllr Mrs. A Double (Chair), Cllr M Shand (Vice Chairman), Cllr L Allen, Cllr P Highland, Cllr O Kimber, Cllr M Luke, Cllr P Quilter, Cllr A Townsend, Cllr Mrs. M Thomas and Cllr G Tregidga.
Also in attendance:	The Clerk, Mr D Hawken and the Administrator, Mrs B Bassett.
Members of the public:	None present.

Min FPC147/26	**Apologies**
Apologies received from Cllr B Hollis, Cllr Mrs. J Killacky, Cllr K Pollard, Cllr A Rose and Cllr Mrs. M Rance-Matthews. It was **RESOLVED** to accept the apologies received. Proposed: Cllr M Shand, Seconded: Cllr Mrs. M Thomas. All in Favour.	

Min FPC148/26	Declarations of Interest
Cllr M Luke declared an interest under a) Pecuniary Interests for item number 7) Finance.	

Min FPC149/26	Public Participation
There were no members of the public present, so there was no requirement to hold this agenda item.	

Min FPC150/26	Minutes of the Full Council Meeting held on 29th September 2026
The minutes of the Full Council meeting held on the 29th September 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 P Quilter, Seconded: Cllr M Luke. All in Favour.	

Min FPC151/26	Matters Arising from the Previous Meeting
There were a few matters arising that were not included in agenda items. Min FPC131/26 - Tree Audit. **UPDATE: Awaiting quotes.** Min FPC131/26 - Community Emergency Plan. **UPDATE: Meeting has taken place, Emergency Plan to be tabled for adoption at November Full Council Meeting.** Min FPC131/26 - Litter picking equipment, delivered and used, future sessions to be arranged**. UPDATE: It was RESOLVED that Cllr P Highland would take responsibility for organising future litter picks.** **Proposed: Cllr Mrs. A Double, Seconded: Cllr A Townsend. All in Favour.** Min FPC131/26 - Bugle Skate Park, Charles Street issues. **UPDATE: compiling report – ongoing and will be presented at November meeting.** Min FPC131/26 -Trethowel Recreation Ground, rear vegetation clearance. **UPDATE: Clerk awaiting three quotes for vegetation clearance and to be presented at the November meeting.** Min FPC131/26 - B3274 road traffic issues in Trethowel, Ruddlemoor and Carthew. R Gates co-ordinating meeting. **UPDATE: Awaiting a response from Roger Gates.** Min FPC131/26 - Gateway Entry Signage. **UPDATE: Awaiting quote from Cornwall Council Highways – agenda item to discuss later in the meeting.**	

Min FPC131/26 - Footpath next to the cricket field in Bugle needs cutting back, outside of the LMP agreement. **UPDATE: Requested meeting with the Countryside access team.**

Min FPC131/26 - Condition of Menacuddle Well noticeboard, needs remedial work. **UPDATE: Completed by S Turner, contractor and Friends of Menacuddle Well delighted.**

Min FPC131/26 - Safety concerns on Bodmin Road leading to Menacuddle Well, in respect of overgrown vegetation. **UPDATE: St Austell Brewery has agreed to clear.**

Min FPC133/26 - 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. **PAID**.

Min FPC133/26 - Sam Turner has researched a replacement bin for the skate park at Bugle, and will subsequently install. **UPDATE: Clerk to order.**

Min FPC136/26 - 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. **UPDATE: Purchased and training being undertaken.**

Min FPC138/26 - Cllr O Kimber reported the condition of the main road surface through Penwithick and the graffiti to the bridge after the ESAM building. **UPDATE: Clerk to follow up with R Tatlow.**

Min FPC138/26 - Cllr A Rose advised that the gate had been vandalised behind Warren Court, Stenalees. **UPDATE: Treverbyn Community Hall are aware and confirmation received that Imerys are going to replace.**

Min FPC138/26 - Cllr P Highland asked about the van still parked along Lower Molinnis, Bugle. **ACTION: Clerk has contacted the owner; will follow up with letter.**

Min FPC138/26 - Cllr Mrs. A Double asked if the Lovering Road bin at Carclaze park could be checked to ensure it has been emptied. **UPDATE: Checked and bin emptied.**

Min FPC138/26 - Cllr M Luke reported the caravan at the top of Menear Road and area around the civic amenity centre is overgrown and there is a lot of rubbish. **ACTION: Clerk to contact enforcement and SUEZ. UPDATE: Reported.**

Min FPC138/26 - Cllr Mrs. M Rance-Matthews asked about the bus stop road markings that had been painted in Carthew. **UPDATE: Clerk has spoken to R Tatlow. UPDATE: Still awaiting response.**

Min FPC138/26 - 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. UPDATE: Still awaiting, Clerk has chased twice.**

Min FPC139/26 – 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. **UPDATE: Done.**
- Bugle Skate Park: Japanese knotweed treatment is required. The Clerk is to obtain quotations for the necessary works. **UPDATE: Clerk actioning.**
- Bus Shelter Cleaning: The cleaning of seven bus shelters, ten noticeboards and the Parish offices to go out to tender. **UPDATE: Clerk to action.**
- Verge, Roundabout and Hedge Maintenance: Cornwall Council had offered the Parish Council a Local Maintenance Agency Agreement. However, the funding was considered insufficient and Cornwall Council had indicated that no further increase in funding would be forthcoming. **UPDATE: Declined.**

Min FPC142/26 – Plans for new clubhouse/extend the green in order to hold competitions at Stenalees Bowling Club. **UPDATE: Works commenced.**

Min FPC142/26 – Trethurgy Playing Field – Trusteeship. The Parish Council to pursue the necessary legal arrangements to secure the transfer of land and trusteeship and that the Clerk obtain quotations for the associated legal services. **UPDATE: Clerk in correspondence with Solicitors.**

Min FPC144/26 – 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. **UPDATE: Clerk actioning.**

Min FPC144/26 – 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. **UPDATE: Still awaiting quotes.**

Min FPC145/26 – 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. **UPDATE: Completed 26/10/26.**

Min FPC152/26	**Cornwall Councillor Reports**
No apologies or written reports were received from either Cornwall Councillor.	

Min FPC153/26	**Financial Matters**

Cllr M Luke left the room.

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

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

Cllr M Luke returned to the room.

The Clerk advised that a Community Infrastructure Levy (CIL) payment had been received for the Mulberry Gardens development. This is a restricted reserve to be used for the benefit of the community.

The Trethurgy Playing Field trusteeship is still unresolved. Jeffreys have issued a licence on behalf of Imerys regarding the pump track for signing.

It was **RESOLVED** that the annual licence is signed on a temporary basis whilst ownership is confirmed.

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

The quote has been received from Charles French Solicitors in relation to the searches regarding the devolution of Hallaze, New Molinnis and Larcombe play areas.

It was **RESOLVED** that three searches are carried out on each site – Local Authority, Mining and Water Drainage.

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

- An application has been received from Fiona Hunt representing Bugle Information Hub for the hire of Bugle village hall for the next 12 months.

  It was **RESOLVED** to grant the application.

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

  ACTION: Clerk to send letter for alternative funding/support for the future.

- The Parish Gateway signage quote has been received from Cormac. Members all agreed that the addition of the logo and the Cornish translation would enhance the sign.

  It was **RESOLVED** to defer a decision and wait for a further updated quote.

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

  ACTION: Clerk to add to agenda for November meeting.

The quote for the four Bugle gateway signs with the addition of the West of England Bandsmen's Festival has not been received from Highways. **ACTION:** Clerk to follow up again with R Tatlow.

With the recent storm, a large tree had come down at Treverbyn Park and although not owned by the Parish Council, the obstruction was blocking a right of way to land that the Parish Council owns. This was attended to urgently at the weekend by Habitat Restoration Company.

Sam Turner, Maintenance Contractor had submitted three quotes in relation to remedial works at Bugle car park. One of the quotes is to trial use of a non-glyphosate spray to the weeds in the car park so a comparison can be made for future usage of weed killers. The second quote is to clear the rear of the car park from weeds, brambles, buddleias and ash tree and any overhanging branches from neighbouring properties.

It was **RESOLVED** to proceed with the two above quotes.

Proposed: Cllr M Luke, Seconded: Cllr A Townsend. All in Favour.

ACTION: Clerk to contact St Austell Brewery for their support.

A further third quote was received to replace the wooden posts and chain to the rear of the car park.

It was **RESOLVED** not to proceed with this proposal at this stage.

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

Andy Harper had carried out the monthly playground inspections and provided quotes for potential improvements to Trethowel and Trethurgy play areas.

It was **RESOLVED** to decline improvements at this stage.

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

**Cllr O Kimber left the meeting at 8.14pm.*

Min FPC154/26	**Parish Maintenance Update – General and Playground**

Updates regarding Playground Maintenance was covered under the Finance agenda item, including the monthly report received from Andy Harper.

Sam Turner is working his way around the Parish and receiving positive feedback from the community on the improvements being made. Members wished that a thank you on behalf of the Parish Council is sent to Sam Turner.

Action: Clerk to send.

Min FPC155/26	Matters Arising within the Parish

Cllr M Luke informed members of an Eden geothermal public consultation meeting at Trethurgy Village Hall on the 28th October between 3.00pm and 6.00pm.

Cllr Mrs. M Thomas is concerned with the speed of traffic going through Ruddlemoor.

Cllr G Tregidga had received comments from residents about Penwithick park and that the fish and chip shop is yet to be sold. Possibility of a community event/committee working with the public.

Cllr A Townsend raised the damage at Bugle School following the break-in and could the Parish Council help financially? The Clerk had emailed offering any support and at this stage the school will look at everything and come back to the Council should they wish to seek assistance. He is also concerned about the layby outside the Bugle Spar which has been extended, however lorries are hitting the kerb with the potential for an accident. **ACTION:** Clerk to report to Highways.

The Clerk advised that Rescorla triangle had been cleared up and the gully cleared by Sam Turner. Feedback from the residents is very positive.

The Clerk had received notification that there was further growth of knotweed at Hallaze and so this will need to be budgeted for, over the next two years.

There will be a road closure at Fore Street, Bugle from the 2nd November to the 13th November (19.00 to 7.00 – including weekends).

Min FPC156/26	Committee Meeting Minutes

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

- Planning Committee Meeting held on 29th September 2026.
  Proposed: Cllr L Allen, Seconded: Cllr Mrs. A Double. All in Favour.
- Heritage Committee Meeting held on the 7th October 2026.
  Next meeting date needs to be amended.
  Proposed: Cllr G Tregidga, Seconded: Cllr P Quilter. All in Favour.
- Human Resources Committee Meeting held on 20th October 2026.
  Proposed: Cllr Mrs. A Double, Seconded: Cllr M Shand. All in Favour.

Min FPC157/26	Chairman's Announcements

To discuss in any other business.

Min FPC158/26	Remembrance Sunday Updates

The Clerk advised there will be no separate service this year and a combined service with both the Methodist Chapel and St Peter's Church will be held at St Peter's following the parade from Stenalees Chapel commencing 10.40am and the proceedings at the War memorial. All community groups have been invited as well as the schools who have received wooden crosses for the children to decorate.

Apologies were received from Cllr Mrs. M Thomas, Cllr L Allen and Mr G Tregidga who are unable to attend.

Min FPC159/26	Festive Season Office Closing

It was **RESOLVED** that the office would close at 13.00 on Wednesday 23rd December and re-open on Monday 4th January 2027.

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

Min FPC160/26	Office Opening Hours to the Public

The Chair discussed that the current office hours did not let staff have the time they needed to concentrate on certain areas of work and that other Parishes had reduced opening times.

It was **RESOLVED** that the office opening hours are changed to 9.00am – 2.30pm with immediate effect.

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

Min FPC161/26	Adoption of Human Resources Policies

The following new policies had been circulated to members and had been recommended by the Human Resources Committee for adoption.

It was **RESOLVED** to adopt the new policies.

- Lone Working Policy
  Proposed: Cllr P Quilter, Seconded: Cllr P Highland. All in Favour.
- Flexible Working Policy and Procedures
  Proposed: Cllr L Allen, Seconded: Cllr M Luke. All in Favour.
- Sickness Absence Policy and Procedures
  Proposed: Cllr Mrs. M Thomas, Seconded: Cllr A Townsend. All in Favour.

Min FPC162/26	Community Area Partnership Meeting
The Clerk gave a verbal update on the recent CAP meeting held at the offices on Monday 12th October including the Mid Cornwall Metro update, Neighbourhood Watch, the Police, Local Plan and feedback from Emma Trethewey, Service Director from Cornwall Council.	

Min FPC163/26	Allotments Request
The Clerk had received a request from a resident at Rescorla for potential allotments with a landowner who is willing to sell the land. **ACTION:** Clerk to contact D Pooley from St Austell Town Council regarding allotment management.	

Min FPC164/26	Parish Twinning
Members discussed the potential of twinning arrangements with another community in this country or overseas, notably with a linked mining heritage. It was felt a working group should be set up. Cllr P Highland, Cllr L Allen, Cllr Mrs. A Double and Cllr Mrs. M Thomas happy to put themselves forward. It was **RESOLVED** that the working group is formed. Proposed: Cllr M Luke, Seconded: Cllr A Townsend. All in Favour. **ACTION:** Clerk to arrange meeting.	

Min FPC165/26	Correspondence
The Clerk had circulated CALC training from October to December 2026. He reminded members to ensure that all training is booked through the office. There will be a Local Plan Stakeholder workshop held on Tuesday 1st December between 5.00pm and 7.00pm at the Quaker Rooms in St Austell should anyone wish to attend. The Clerk attended the larger Councils meeting at Bodmin Town Council on Thursday 22nd October. The Clerk had received a legal agreement for signing in respect of future CIL Neighbourhood payments. An email had been received from Jackie Bull on behalf of the St Austell Arts Centre who are looking for funding towards refurbishing the centre with the installation of a	

fire alarm system as priority. Members discussed at length whether it should support an organisation outside of the Parish.

Cllr M Shand proposed that the Parish should not provide financial support. This was seconded by Cllr A Townsend.

Cllr M Luke then proposed an amendment to the original proposal that an application should be considered by the Parish Council. This was seconded by Cllr Mrs. M Thomas.

With an amendment tabled, a vote was taken on the amended motion, which received four (4) votes in favour, including those of the proposer and seconder.

A vote was then taken on the original proposal, which also received four (4) votes in favour, including those of the proposer and seconder.

With both proposals receiving an equal number of votes, the Chair, Cllr Mrs A Double, exercised her casting vote in favour of the amendment, which was duly carried.

It was **RESOLVED** that an application form be sent to Jackie Bull.

ACTION: Clerk to respond to the email.

Treverbyn Community Hall will be holding their AGM on Wednesday 28th October at 7pm. With the Public Rights of Way meeting being held the same evening, the Clerk will change the PROW meeting to start at 5.30pm, so members are able to attend the AGM.

The Clerk advised members that consultation on the scope of the new Cornwall Local Plan is open and can be found on the Cornwall Council website, information has been circulated via email.

The Enhanced LMP grant application has been successful for the Parish gold footpaths signage and improvement proposal, these will be installed by Sam Turner, maintenance contractor.

Min FPC166/26	**Any Other Business**

The Chair asked all members to ensure that NFP Workshop emails are deleted as this is not a reputable company. A reminder that all training should be booked through the office.

The budget workshop session will be held on Tuesday 10th November at 7.00pm following the planning meeting. The Chair encourages everyone to attend as this was very successful last year and it is good to have all members' input.

Cllr P Highland wished to remind everyone the importance of acknowledging all emails and correspondence received from the office. Members should be regularly checking

for correspondence and emphasised that a lot of work is carried out and it is only right that Councillors show respect and respond accordingly.

Cllr M Shand reminded members to ensure communication is improved with regard to attendance at meetings and the importance of letting the office know, if they are unable to attend with advance notice where possible. In recent weeks, meetings have had to be cancelled due to insufficient numbers as committees would not have been quorate.

Cllr P Highland wished to raise the possibility of having a Christmas Tree and Carol event at Rockhill Business Park with potential refreshments. Could the Parish work with the landlord/café to arrange and purchase a Christmas tree locally? Members all agreed that this would be a lovely way to bring the community together.

ACTION: Clerk to make enquiries.

Cllr M Luke advised members of an RNLI coffee morning being held at Trethurgy Village Hall between 10.30am and 12 noon on Saturday 31st October.

Min FPC167/26	**Confidential Matter(s)**

No items tabled.

With no further business to transact, the Chairman closed the meeting at 9.14pm and thanked Councillors for their attendance.

……. (Chairman) ……..(Date)