

ST WINNOW PARISH COUNCIL

MINUTES

The Annual Parish Meeting was held in the **Red Store, Lerryn** on **Tuesday 12th May 2026**
The Annual Parish Meeting was followed by a **meeting of the Parish Council**

Annual Minutes

Present; Chair Penny Rowe (PR) Vice Peter Champness (PC) Councillor Glenn Carwithen (GC) Councillor Audrey Hawkin AH, Councillor Jack Fowler JF, Clerk Kerry Pearce (KP) Cornwall Councillor Sarah Preece (SP) Member of the Public Ryan Frost (RF)

- 1. Apologies for Absence - NONE**
- 2. Chairman's Welcome and Public Participation.** PR informed all present of the following; *Members of the public may address the Council prior to the commencement of the meeting. This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.*
- 3. Minutes of Annual Parish Meeting 2025** PC proposed they were of a true account seconded by PR
- 4. Chairman's Annual Report:** PR thanked all councillors for their hard work throughout the year and welcomed new Councillors JF & AH. Items addressed and dealt with by the council include the drainage at Waterlake being sorted, parking on the Verges at Respryn, the extension at Trewithien Dairy went well with all questions dealt with, the defibrillator has successfully been installed at St Winnow church, the NHP has been passed to PC who will liaise with SP regarding the bigger picture, fly tipping in the parish has been dealt with, we kept our precept the same and stayed within budget. PR was invited to the Mayor making for Lostwithiel which has been postponed to the autumn due to illness.
- 5. Devon & Cornwall Police Annual & Monthly Report NONE**
- 6. Cornwall Councillors Annual Report SEE EMAIL ATTACHED**
- 7. Red Store Annual Report** – The RS are due to have their annual meeting on Monday but it can be reported they are advertising for a booking clerk and secretary with interviews taking place on Tuesday. The lease from St Veep PC is due to be reviewed and will be discussed on Monday.

The Annual Parish Meeting closed at 2005 and was followed by a meeting of the Parish Council

Meeting of the Parish Council

MINUTES

1. **Election of Chairman** – PC proposed PR stay on as Chair, all Councillors present agreed. PR accepted the position.
2. **Election of Vice Chairman** – PR proposed PC stay on as Vice, all Councillors present agreed. PC accepted the position.
3. **Declaration of Members Interest. (i) Disclosable Pecuniary Interest. (ii) Non Pecuniary Interest. NONE**
4. **To receive minutes of meeting held on 3rd March 2026** – GC proposed they were of a true account seconded by AH with all Councillors present in favour.
5. **Matters arising from those minutes.** – Item 14 Councillors Vacancies. PR proposed we Co-opt Ryan Frost to join the Council seconded by AH with all Councillors present in favour. Ryan Frost accepted the position.
6. **Planning Applications.**

6.1 **PA26/02768 Single Storey Extension, Higher Bofarnal** – All Councillors had looked at the planning application on the online portal prior to the meeting. All Councillors agreed to submit the comment St Winnow PC have no objections.
7. **Planning Results. - NONE**
8. **Grant Funding, Applications & use of Funds. NONE**
9. **Neighbourhood Plan.** PC has received documents compiled by ex councillor Judy Stephens and will consult with CC SP
10. **Common Land CL04 CL05** – PR thanked JF & GC for attending to the common land CL304 which has had a considerable amount of garden waste fly tipped. A letter has been sent to neighbouring properties stating this is not acceptable and to report any undoing. JF reported the jetty had come loose in places and he would fix. Whilst doing so a neighbour became abusive claiming he was damaging the jetty, this was not the case as JF explained. There was also a report of a small fire being lit on the land adjacent to Bridge Barn and a pathway being cleared to gain access to the river. It was suggested our new grass cutting company possibly monitor the fly tipping and general public use of the area whilst maintaining common land CL305. KP to action by email with JF & GC
11. **To Approve and Adopt the Financial Risk Assessment**
12. **To Approve and Adopt the Financial Regulations**
13. **To Approve and Adopt the Internal Financial Controls**
14. **To Approve and Adopt the Asset register**
15. **To Approve and Adopt the Standing Orders**

Items 11 to 15 inclusive were proposed as one, all councillors present approved and adopted the documents.
16. **To Approve the Clerks Contract of employment and Rate of Pay** – The Clerk's rate of pay is inline and will remain the same.
17. **Correspondence & Circulars** – An email had been sent by a member of the public regarding a recent nesting bird incident involving dogs not on leads. It was requested some appropriate signage be in place. The PC will look into a possible location although believe St Veep PC may be placing signage in the Carpark. Which would be more appropriate for dog walkers.

1. Finance, to confirm the ONLINE BANK TRANSFERS;

- I. To the Clerk for Salary & Expenses (APRIL) 141.30 + 20.00 = £161.30
- II. To the Clerk for Salary & Expenses (MAY) 141.60 + 20.00 = £161.30
The above two items will be as one transfer of £322.60
- III. To Diane Malley for Payroll for £144.00
- IV. To Cornwall ALC for Membership for £267.30
- V. To Zurich for The Councils Insurance for £277.00
Any other invoices or requests for grant funding will be dealt with at this meeting.
The above transactions were motioned as one with all Councillors present in favour of the Bank Transfers to be authorised. PR & PC to action.
- VI. To consider grant to St Winnow PCC for year 2025/26 – All Councillors present agreed we donate £200 as discussed in the budget in November 25. KP to set up the online transfer with PR & PC to action.
- VII. To consider donation to Cornwall Air Ambulance 2025/26 - All Councillors present agreed we donate £200 as discussed in the budget in November 25. KP to set up the online transfer with PR & PC to action.

2. To Approve & Sign the Certificate of Exemption, of the annual governance and accountability return.

All Councillors approved the bank reconciliation. PR & KP signed the Certificate of Exemption. KP to send paperwork.

3. To approve the income and expenditure against the cash book to be signed by the chair.

PR approved the income and expenditure against the cash book and signed.

4. Date & Venue of Next Meeting. *Tuesday 7th July in the Red Store at 7.30pm.*

5. Any Other Business. KP to look into code of conduct training for all Councillors.

The meeting closed at 2103