



PELYNT PARISH COUNCIL MEETING SEPTEMBER 2026

To Councillors: Kevin Wakeham, John Philp, Debbie Jones, James Dingle,
Molly Boxall, Serena Blake, Steve Smith, Benita Garrett,
Andy Talor and Mike Axon

You are hereby summoned to attend a meeting of the Parish Council to be held in The Village Hall, Pelynt, on **Thursday, 10th September at 7.30pm**. The business to be transacted is set out in the agenda below.

Photographing, recording, broadcasting or transmission of the proceedings of a meeting by any means is permitted unless the public are excluded by reason of the confidential nature of the business or where publicity would be prejudicial to the public interest.

WELCOME

AGENDA

1. *APOLOGIES FOR ABSENCE*

To receive apologies for absence.

2. *DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA*

Councillors are reminded to declare any interest on any item on the agenda at this point or at any other time during the meeting, if appropriate, in accordance with the Council's Code of Conduct.

3. *PUBLIC PARTICIPATION*

3.1 POLICE REPORT – To receive a report from Devon & Cornwall Police on local issues.

3.2 CORNWALL COUNCILLOR - To receive a report from Cllr Jim Candy.

3.3 PARISH FORUM - This part of the meeting is set aside for members of the public to ask questions of the Parish Council. The Chairman will invite each person to speak for up to three

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minutes on any subject of concern. Please note the Council is unable to make formal decisions under this item. Members of the public are requested to raise any matter during this session as the rest of the meeting is not open to public participation.

4. MINUTES OF THE LAST MEETING

To accept the minutes of the last meeting held on Thursday, 30th July.

5. MATTERS ARISING ACTIONS & FOLLOW UPS

Actions and Follow ups

Reference Date	Action	Owner	Due By	Note
25092 28/05/26	Obtain Quotes for Village Green Works	RH	25/06/26	Awaiting quote
25101 28/05/26	New email addresses to be in use	ALL PPC	30/06/26	.gov.uk addresses will only be used from 05.08.26
25101 28/05/26	General Matters. Overgrown Path Wilton Terrace	Jim Candy	25/06/26	JC chasing.
25101 28/05/26	Coastline: Sentry Meadow Establish whose responsibility to maintain.	Jim Candy	25/06/26	AW Cllrs visit report.
25101 28/05/26	To view Sentry Meadow	ALL PPC	25/06/26	Update?
25101 28/05/26	Draft letter to Coastline	RH	25/06/26	AW update
25105 30/07/26	Path behind toilets	RH	10/09/29	Ongoing
25107 30/07/26	Noisy drain B3359	RH	ASAP	Reported to CC
25107 30/07/26	Noisy drain cover Barton Meadow	RH	ASAP	Reported to CC
25107 30/07/26	Possible faulty lamp Barton Meadow	RH	ASAP	Confirmed as off 00.00-0500
25107 30/07/26	Missing "Keep Left" arrow on central refuge. B3359 adj to Public Toilets	RH	ASAP	Cornwall Council actioned temp sign.
25108 30/07/26	Solar Panel Roof Survey To seek a Structural Engineer to confirm the strength of the roof	Kevin Wakeham	10/09/26	PMN. In accordance with minute 25117 this matter will be dealt with by the Village Hall Committee
25123 30/07/06	Parking Policy	ALL PPC	10/09/26	No response from Cllrs. Clerk has

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				amended in conjunction with KW. See Agenda item
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6. ACCOUNTS

To review the Parish Council Accounts:

August - expenditure

HMRC – Clerk’s PAYE	£346.14
RJC Horskins – Clerk’s Salary	£849.18
RJC Horskins – Office Allowance	£16.66
RJC Horskins – Broadband Rental	£10.65
Mr R Horskins – Public Conveniences Cleaning	£280.00
Mr J Welch – Grass Cutting	£TBC
Microsoft – Office 365 – Annual Fee	£84.99
Lloyds Bank – Bank Charges	£4.50
Complete Weed Control – Parish six monthly weed treatment	£376.80
Cumbria Clock Company – Annual Service St. Nun’s Church	£282.00
Total	£2250.92

August - income

KP & AT Wakeham – ground rent	£1.00
Total	£1.00

7. CORRESPONDENCE

To note correspondence forwarded to Councillors

Devon & Cornwall Police – Rural Affairs – Livestock Thefts

Cornwall Council – Weekly planning List

Cornwall Council – Weekly decision list

Devon & Cornwall police – Boardmasters

Carehome Guide – Free Funding for Cornwall residents

National Electricity Safety campaign

Neighbourhood Watch – Safety Campaign

Neighbourhood Watch – Neighbourhood Alert

Councillor Jim Candy – Report

Devon & Cornwall Police – Scam Phone Calls

Devon & Cornwall Police – Fraud & Cybercrime Alert

NHS – Continuing Healthcare

Anna Geldred – Weekly Update

Devon & Cornwall police – Data Breaches

Devon & Cornwall Police – Cyber Crime

Cornwall Council – Weekly planning list

Planning – presentation slides

Devon & Cornwall Police – update on two men jailed

Safer Cornwall – Have your say

Devon & Cornwall Police – news of boosts to frontline police

Parish Planning Review – A simpler way
Cornwall Council – Town & Parish Newsletter
Anna Geldred – Weekly update
Safer Cornwall – update
Devon & Cornwall police – wanted
Devon & Cornwall police – password security
Cornwall Council – Weekly planning list
Cornwall Council – Weekly decision list
National Highways – A38
CALC Financial Allowances
Neighbourhood Alert – update to terms & conditions
Devon & Cornwall Police – Safer Cornwall
Anna Geldred – weekly update
Public Path order result
Devon & Cornwall Police – Missing person
Devon & Cornwall Police – Online safety
Cornwall Council – Weekly planning list
South East Cornwall Community Protection Partnership – help to protect water supplies

8. PLANNING APPLICATIONS

To consider any planning requests received.

9. PLANNING RESULTS

To note any planning results.

10. STANDING ORDERS

To consider adopting the reviewed Standing Orders.

As circulated to Councillors

11. PARKING POLICY

To review wording to the Parish parking policy

As circulated to Councillors

12. CLERK'S RENUMERATION

To note the 2026-27 NATIONAL SALARY AWARD (full copies included for Councillors)
The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2026-27 to be implemented from 1 April 2026. Employers are encouraged to implement this pay award as swiftly as possible. Backpay for employees who have left employment since 1 April 2026. If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2026 to the employee's last day of employment. The attached Annex lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These should be retrospectively applied from 1 April 2026

Note: This would see the Clerk's annual pay move from £12753.13 to £13169.24 until April 2027.

Back pay from 1st May, his employment date, due is £138.70

13. GRANTS

13.1 Pelynt Male Choir

“I write as the vice chairman of Pelynt Male Choir, seeking your Council's financial support in our purchasing of a replacement keyboard. Our existing keyboard has given us good service for over 10 years, but despite regular servicing and updates is now faulty and beyond economic repair.

The cost of the equivalent replacement is slightly in excess of £1,300.00, and we intend to replace it urgently. We have committed to performing at many local and charitable events, including two church concerts in Brighton, therefore a fully functioning keyboard is essential for us.

As we only make token charges for our bookings (to cover accompanist expenses), we rely on member subscriptions to fund our Choir. To that end, all members are contributing £50 each towards the cost of the new keyboard, but this leaves us £250.00 short of the full amount.

The Choir would be very appreciative of your Council's kind support in our request for a grant of £250.00, if you are able.”

Requested Grant: £250.00

13.2 Cornwall Air Ambulance Trust

We are writing to formally apply to your Councillors for a grant as part of your 2026/2027 community funding programme. We fully appreciate the financial pressures on local budgets, but we hope you will consider supporting a service that is vital to both your residents and our many visitors.

In 2025 we became the proud owners of a second helicopter. This offers us greater resilience to provide a like-for-like service when one aircraft is undergoing maintenance alongside our rapid response vehicles which are used when flying is unfeasible due to location or weather conditions.

In 1987, we were the first air ambulance service in the country. As we begin to look ahead to our 40th anniversary in 2027, we also look forward to continuing to provide the best care with the best equipment. This is only made possible by the generosity of the people of Cornwall and those who choose to visit our beautiful county.

Invitation to see the impact your support will have

We would love to welcome you to our Headquarters in Newquay so you can see for yourselves how your support will help us to help our communities. We all hope we'll never need the service of the air ambulance but there is comfort in knowing it will bring hospital level care to those who do. If you would like to arrange for councillors to visit Cornwall Air Ambulance Trust please email rachel@cornwallairambulancetrust.org

Our Missions in 2025

- In 2025, Cornwall Air Ambulance responded to 962 missions, 72 of which were emergencies involving children. Our missions included:
- 21 inter-hospital transfers
- 513 medical emergencies (e.g. strokes)
- 428 trauma incidents (e.g. road traffic collisions, serious falls)

Our service is essential for transferring patients to specialist centres such as Derriford Hospital (Plymouth) for major trauma, Bristol Royal Hospital for Children, Morriston Hospital (Swansea) for burns, and Salisbury District Hospital for spinal injuries. We also provide critical transfers from the Isles of Scilly to the mainland.

Why We Need Your Support

Cornwall's rural and coastal geography presents unique challenges. Our service operates 19 hours per day and so requires critical care paramedics, doctors and pilots with access to first rate equipment, enhanced training facilities and quality rest areas for our crew to comply with night operation regulations. To fully equip both our aircraft and continue delivering world-class care, we are seeking support from councils across Cornwall. Your grant could help towards funding:

Laerdal Compact Suction Unit c.£700

- this piece of equipment efficiently clears the airway of any patient, from newborns to the most challenging adult obstruction with an adjustable suction range. As well as being powerful, it is compact and lightweight making it an ideal portable piece of kit for crew to carry.

Facial trauma kits c£500

- facial trauma kits potentially reduce the severity of injuries including fractured bones, broken teeth, significant soft-tissue injury and bleeding. Such injuries can cause a potentially life-threatening obstruction of the patient's airway. A facial trauma kit works by nasal balloons applying pressure to bleeding and bite blocks help to keep the airway open.

Syringe Pump c£3000

- the pump enables the paramedics to deliver small amounts of fluids and drugs into a patient over a period of time rather than a one-off injection. This is particularly useful for drugs which require a precise dose over a precise period and reduces the amount of time the Paramedics require to calculate dosage, ultimately reducing 'human error risk' in pre-hospital emergency critical care.

Be the Difference

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Time is everything in an emergency. Your support could be the difference between life and death for someone in your community. We would be honoured if your Council would consider a grant to help us continue this vital work.

Requested Grant: no specific amount requested other than the examples given above.

14. *ITEMS FOR THE NEXT AGENDA*

15. *DATE OF NEXT MEETING*

To note the next meeting will be held on Thursday, 29th October at 7.30pm in The Village Hall.

Robert Horskins
Clerk to Pelynt Parish Council

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MINUTES OF THE PELYNT PARISH COUNCIL MEETING HELD ON 30th JULY 2026

Present: Kevin Wakeham – Chairman, John Philp, Debbie Jones,
Molly Boxall, Steve Smith, and Benita Garrott
Jim Candy – Cornwall Councillor, Dave Hannah – Head of Pelynt Academy
And six members of the public.

Officer: Robert Horskins, Parish Clerk and Responsible Finance Officer

WELCOME

Kevin Wakeham – Chairman, welcomed all to the meeting.

IN MEMORIUM

A one-minute standing silence to remember former Parish Councillor Mike Harvey was held.

AGENDA

1) 25103. *APOLOGIES FOR ABSENCE*

Apologies for absence were received from Councillors: James Dingle, Serena Blake, and Andy Taylor. *Post meeting apology received from PCSO Cocks who had been called to a major incident in Liskeard.*

2) 25104. *DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA*

Item 11. Councillor J Philp.

3) 25105 *PRESENTATION FROM PELYNT ACADEMY*

Dave Hannah, Head of School, Pelynt Academy, gave an overview of a project to form a Community Toddler Group and Multipurpose Music Room on the School site. He outlined that numbers had fallen at the school over the years, and he wished to set up a parent and toddler group and music room. Part of the application asked for support from the Parish Council amongst others. A Councillor asked would it be promoted for children with Special Educational Needs? Mr Hannah replied that it would be open to all. The Chairman asked how people would access the room? Mr Hannah replied that access would be through the main school entrance. Councillor Wakeham added that currently some people were accessing the school from the side

gate behind the public toilets. He added that there wasn't an issue with parents using the Village Hall car park for drop off and collection times. He went on to explain that historically there was a footpath behind the toilets linking the Village Hall and Premier car parks. He explained that a request had been made to Cornwall Council to re-open this pathway, but they had declined due to safeguarding. He added that if the side gate was locked and the main entrance was used then it wouldn't be an issue. He explained that it would give quicker access to the defibrillator attached to the Village Hall. Mr Hannah expressed that he personally did not have an issue with the path being opened up and would be happy to work alongside the Parish Council to look further into the matter. Mr Hannah asked to be included in future emails and discussions and would welcome any historical data. The Council fully endorsed the project, and The Clerk would write on behalf of the Council to Mr Hannah in support.

4. PUBLIC PARTICIPATION

4.1) 25106 POLICE REPORT – *Post meeting apology received from PCSO Cocks who had been called to a major incident in Liskeard. The report is included below.*
Dear Councillors,

Please accept my apologies for my non-attendance at this month's Parish Council meeting as I was urgently dispatched to the major gas leak in Liskeard.
From the 01/04/2026 – 30/07/2026 there were 6 crimes in the public domain including 2 thefts, 2 harassment crimes, 1 criminal damage and 1 public order offence.
Numerous patrols have been conducted around the Parish, and all was found to be in order.
If there are any questions or matters arising for my attention, then please contact me in the usual manner.

The following two items were taken in reverse order to that published on the agenda.

4.3) 25107 PARISH FORUM –

A member of the public mentioned speeding cars through the Village. Councillor Candy said he would cover this in his report. Another resident reported two noisy drain covers. One on the B3359 adjacent to the rear of the shop and one on the left as you turn into Barton Meadow. They are positioned in such a way that it isn't every vehicle that rides over them. The Clerk will confirm ownership and report. Additionally, there was a street light in Barton Meadow that wasn't working. Again, the Clerk would review and report. The Chairman added that they were only on certain hours. Cllr candy explained the lights were turned off midnight through to 5am. Another member of the public reported the "keep left" arrow was missing on one of the bollards on the traffic island. The Clerk would report. Cllr Candy reminded all present that it was easy for anyone to use the reporting system on the Cornwall Council website. It logged the issue and kept the person reporting it up to date with progress. A local resident was concerned with pedestrians walking into the village particularly along the B3359 from the local holiday park. He noted that the verges had been recently cut. Which was carried out on behalf of the Parish council at a cost. Additionally, he was concerned to the speed of vehicles. This part of the road was a National Speed limit zone, entering a 40mph zone before the village 30mph zone. "We should be encouraging people to walk and not drive." He asked if the verges could be maintained so that they could be walked along. He added that Cornwall Council maintained the drainage ditch run offs however that silt was dumped onto the verges causing ridges and troughs and not conducive to walking along. The Chairman thought the verges were a designated footpath? However, this was not the case. It was noted that the suggested walking route from the holiday park was via narrow, National Speed Limit, country lanes. Councillor

Candy had noted that the verges should be cut more frequently and added that it was not practical for the gangs to take the silt away. He shared the residents concern and added that if anyone saw the work gangs clearing the drains to ask them to not pile up the waste. He would do what he could. The resident added that he had received a letter from Cornwall Council, on a separate matter, stating that the verges were not safe to walk along although there were bus stops along the route! Councillor Wakeham asked for a copy of the letter to be forwarded to the Clerk who would forward to Councillor Candy. Another resident added that there was a lot of litter and glass bottles on the South Western side of the B3359 on the verge as you approached the 30mph sign. Councillor Candy added that this should be reported on Cornwall Council website.

4.2) 25108 CORNWALL COUNCILLOR

Cornwall Councillor, Jim Candy, went through his report to the Council. He asked if it had been circulated to the public. It is detailed below.

- A) The pothole backlog stands at under 1,000 currently on our system. However nearly 400 per day are being fixed, and methods which are longer lasting but can only be used in dry weather now being more common.*
- B) I have spoken directly with Go Cornwall staff re evening buses. They have produced fliers and posters with some timings on, for the evening uplift period for the summer holidays from Tregoad via Looe to Polperro.*
- C) The Tag Account monthly fee for the Tamar Bridge and Ferry will not be increased, if MPs come up with funding for locals. I attended the protest last Saturday.*
- D) I attended a meeting with Cormac at Bodmin, as I am unable to attend the local event. There were presentation on support for volunteer groups, and the work of the Environment and Highways teams. I hope a rep from Pelynt attended the Liskeard event as it was very informative*
- E) I will be attending Mount Edgumbe Country Park Joint Cttee, as I am Co-Chair this Friday.*
- F) I have reported the overgrown hedges on Wilton Terrace and Summer Lane Roads.*
- G) I have met Coastguards to discuss their allowance payments. This is obviously not an abuse of workers' rights, and I hope it can be resolved.*
- H) I will discuss the Community Highway Improvement Plan options after the meeting after a meeting with the Highways Manager.*
- I) Cornwall Council joined the vote of No Confidence in SW Water at its recent Full Council meeting*
- J) Cornwall Council's Cabinet has agreed to the Government's plan to make Cornwall a single Foundation Strategic Authority. This would keep strategic decision-making within Cornwall and create opportunities to secure more powers and funding in future, without a Mayor being imposed.*

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Councillor Candy expanding on item H. He explained that the plan was to install “speed cushions” along the B3359 through the village. He shared the location plans amongst all present for annotation of agreement, or amendments, to the suggested locations.

He added that the former Clerk, Mrs Jan Cook, had been proposed for a Civic Award which would be presented in due course at a suitable time and location.

It had been suggested to him that solar panels be installed on the roof of the Village Hall, funded by the Parish Council. A Councillor stated that the roof supports were not strong enough. The Chairman would find a suitable structural engineer to review the structure as the roof struts were initially designed to support a tin roof.

5) *MINUTES OF THE LAST MEETING*

5.1) 25109 The minutes of the Annual Parish Council Meeting held on Thursday, 28th May were signed off as a true record.

Proposed by Councillor Debbie Jones Seconded by Councillor Molly Boxall

Voting: For: 6 Against: 0 Abstain: 0 No Vote: 0

5.2) 25110 The minutes of the May Parish Council Meeting held on Thursday, 28th May were signed off as a true record.

Proposed by Councillor Molly Boxall Seconded by Councillor John Philp

Voting: For: 6 Against: 0 Abstain: 0 No Vote: 0

6. **25111** *MATTERS ARISING ACTIONS & FOLLOW UPS*

Reference	Date	Action	Owner	Due By	Note
25091	28/05/26	Update Cloud from laptop. Secondary sign in for Chairman	RH	25/06/26	COMPLETE
25092	28/05/26	Obtain Quotes for Village Green Works	RH	25/06/26	This would be progressed seeking companies from further afield to quote.
25093	28/05/26	Letter of thanks to P Wakeham	RH	25/06/26	Sent 18/6/26
25095 & 28/05/26	29096 28/05/26	Audit Return to be signed and returned	RH / KW	25/06/26	COMPLETE
25097	28/05/26	May Village Hall Accounts to be ratified	RH	25/06/26	See minute number: 25117
25100	28/05/26	Manhole. EHO Noise Monitor.	Jim Candy	25/06/26	COMPLETE
25100	28/05/26	To Confirm meeting of Village Hall Committee	RH	25/06/26	This has been scheduled for 20 th August.

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25101 28/05/26	PC Vacancy update	RH	25/06/26	See minute number: 25125
25101 28/05/26	New email addresses to be in use	ALL	30/06/26	All but one Councillor using new email.
25101 28/05/26	General Matters. Overgrown Path Wilton Terrace	Jim Candy	25/06/26	JC chasing.
25101 28/05/26	Village Hall Carpark. Obtain quotes for re-lining	VHC	25/06/26	Passed to Village Hall Committee
25101 28/05/26	Coastline: Sentry Meadow Establish whose responsibility to maintain.	Jim Candy	25/06/26	AW Cllrs visit report.
25101 28/05/26	To view Sentry Meadow	ALL	25/06/26	Update?
25101 28/05/26	Draft letter to Coastline	RH	25/06/26	AW update

It was noted that in addition to the condition of Sentry Meadow and the Burial Ground there were also overgrown hedges in Luffman Close causing damage to fences. A surveyor was due to visit from Cornwall Council.

7. 25112 *FINANCE COMMITTEE MINUTES*

The minutes of the Finance Committee meeting held on 18th June 2026 were approved as a true and accurate record.

Proposed by Councillor John Philp Seconded by Councillor Debbie Jones
Voting: For: 6 Against: 0 Abstain: 0 No Vote: 0

8. 25113 *COMPOSITION OF FINANCE COMMITTEE*

The Chairman explained that the Finance Committee currently has four members as agreed at the last Parish meeting. However, current Standing Orders states it should be five. He called for nominations.

It was resolved to appoint Councillor Benita Garratt to The Finance Committee for the Council year 2026-2027.

Proposed by Councillor John Philp Seconded by Councillor Kevin Wakeham
Voting: For: 6 Against: 0 Abstain: 0 No Vote: 0

9. 25114 & 25115 *ACCOUNTS*

The Parish Council Accounts were reviewed and signed off.

25114 June

HMRC – Clerk’s PAYE	£310.64
RJC Horskins – Clerk’s Salary	£849.18
RJC Horskins – Office Allowance	£16.66
RJC Horskins – Broadband Rental	£10.65
Mr R Horskins – Public Conveniences Cleaning	£220.00

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Mr J Welch – Grass Cutting	£1445.00
Lloyds Bank – Bank Charges	£4.50
TOTAL	£2856.63

Proposed by Councillor John Philp Seconded by Councillor Steve Smith
Voting: For: 6 Against: 0 Abstain: 0 No Vote: 0

25116 July

HMRC – Clerk’s PAYE	£310.64
RJC Horskins – Clerk’s Salary	£849.18
RJC Horskins – Office Allowance	£16.66
RJC Horskins – Broadband Rental	£10.65
Mr R Horskins – Public Conveniences Cleaning	£280.00
Mr J Welch – Grass Cutting	£1116.00
South West Water – Public Conveniences 09/04 – 07/07/26	£83.98
Mr G Walton – Laptop Repair	£120.00
Eset – Antivirus for Laptop 07/26-07/29	£114.45
Amazon UK – Office supplies, Treasury Tags	£5.99
Amazon UK – Office supplies, Paper	£19.99
Amazon UK - Office supplies, stamp,	£7.99
Nisbets – Toilet Roll & Bleach	£50.36
Lloyds Bank – Bank Charges	£4.50
TOTAL	£2990.39

Proposed by Councillor John Philp Seconded by Councillor Molly Boxall
Voting: For: 6 Against: 0 Abstain: 0 No Vote: 0

9.2 25117 To review the Village Hall Accounts.

This agenda item was withdrawn and will no longer come before the Council at Parish meetings. The Parish Council acts as sole charity trustee for the Village Hall and must therefore comply fully with the Charities Act 2011 (as amended by the Charities Act 2022), together with associated regulations including the Charities (Accounts and Reports) Regulations 2008 and applicable Charity Commission guidance and the Statement of Recommended Practice (SORP). This framework sets out specific duties for trustees in relation to accounting, reporting and governance which must be followed in full.

This matter will now be progressed strictly in accordance with those statutory obligations and proper procedures. There will be a separate meeting held, at a date to be agreed, for the Trustees to review accounting, reporting and governance.

10. 25118 *CORRESPONDENCE*

10.1 Correspondence forwarded to Councillors were noted.

Cornwall Council: Van Dwellers survey

Cornwall Council: Planning Training

SE Cornwall CAP Planning

CALC: Community Owned Generation Scheme

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Local Council Training: Housing Viability
Email from Head of Pelynt Primary School
CAB; Parish Dashboard
Cornwall Council: Public Spaces Protection Order - Renewals
Minutes of the Benefice Advisory Meeting
Cornwall Council: Making of a Public Path Order
Members reported on three vans that were regularly seen around the Parish. Councillor Candy expanded on the purpose of the survey.

10.2 To review correspondence content that is sent to Councillors
The Clerk asked what correspondence Councillors wished to receive? The overwhelming response was that Councillors wished to be sent all the correspondence that the Clerk received as they could then decide what they wished to read or not.

11. 25119 *PLANNING APPLICATIONS*

Councillor John Philp left the room

11.1 It was noted that the following Planning Applications had been approved by email by Councillors prior to the meeting.

PA26/04282 Trenake Farm Trenake Pelynt Looe PL13 2LT
Extension 11 to existing livestock housing for the existing dairy herd. - Mr Mark Philp

PA26/04289
Trenake Farm Trenake Looe Pelynt PL13 2LT
Extension 13 to existing livestock housing for the existing dairy herd - Mr Mark Philp

PA26/04292 Trenake Farm Pelynt Looe Cornwall PL13 2LT
Extension 14 to existing livestock housing for the existing dairy herd. - Mr Mark Philp

11.2 The following planning request was reviewed.

PA26/04287 Trenake Farm Pelynt Looe Cornwall PL13 2LT
Extension 14 to existing livestock housing for the existing dairy herd. - Mr Mark Philp

It was resolved to support the planning application PA26/04287

Proposed by Councillor Benita Garrott Seconded by Councillor Debbie Jones
Voting: For: 5 Against: 0 Abstain: 0 No Vote: 0

Councillor John Philp returned to the room

12. 25120 *PLANNING RESULTS*

None.

13. 25121 *CO-OPTION*

Councillors heard a synopsis from an applicant for the vacant role of Parish Councillor. The Clerk explained he had received an apology from a second applicant as he was away at The Scouts Association's "Wings" event in Windsor Great Park.

14. 25122-25123 *PARISH MATTERS RAISED*

14.1 25122 Overgrown shrubbery adjacent to The Village Green had been reported to the Council. This matter has been resolved.

14.2 25123 Car parking – The Village Green

The Clerk explained that there had been issues relating to long term parking on the spaces adjacent to St. Nun's. He had lettered local residents prior to the Trelawny Plate Service requesting vehicles be moved. All but one vehicle had moved. A local resident had emailed concern that the vehicle hadn't moved for some time and was concerned for the owner as they hadn't been seen for some time. The Clerk contacted the Police who were able to establish the owners address, and they carried out a welfare check and all was well.

Councillors agreed to review the parking policy document wording and come up with any changes required. The Clerk asked Councillors to email any suggestions directly to him.

15. 25124 *ITEMS FOR THE NEXT AGENDA*

None.

16. 25125. *EXCLUSION OF MEMBERS OF THE PRESS AND PUBLIC*

To consider passing the following resolution.

"In accordance with S1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the consideration of the following matter due to the confidential nature of the business to be discussed."

Proposed by Councillor Kevin Wakeham Seconded by Councillor John Philp

Voting: For: 6 Against: 0 Abstain: 0 No Vote: 0

CLOSED SESSION

17. 25126 *CO-OPTION*

Councillors considered two applications for filling the Parish Council vacancy.

It was resolved following a vote that Mr Mike Axon would be co-opted to the Parish Council for the remainder of the 2025 – 2029 term.

Proposed by Councillor Kevin Wakeham Seconded by Councillor John Philp

Voting: For: 6 Against: 0 Abstain: 0 No Vote: 0

18. 25127 *DATE OF NEXT MEETING*

The date of the next meeting was agreed as Thursday, 10th September at 7.30pm in The Village Hall.

The meeting closed at 9.01pm

Robert Horskins

Clerk to Pelynt Parish Council

Actions and Follow ups

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25101	28/05/26	General Matters. Overgrown Path Wilton Terrace	Jim Candy	25/06/26	JC chasing.
25101	28/05/26	Coastline: Sentry Meadow Establish whose responsibility to maintain.	Jim Candy	25/06/26	AW Cllrs visit report.
25101	28/05/26	To view Sentry Meadow	ALL PPC	25/06/26	Update?
25101	28/05/26	Draft letter to Coastline	RH	25/06/26	AW update
25105	30/07/26	Path behind toilets	RH	10/09/29	Liaise with stakeholders.
25107	30/07/26	Noisy drain B3359	RH	ASAP	To review and notify owner
25107	30/07/26	Noisy drain cover Barton Meadow	RH	ASAP	To review and notify owner
25107	30/07/26	Possible faulty lamp Barton Meadow	RH	ASAP	To review and notify owner
25107	30/07/26	Missing “Keep Left” arrow on central refuge. B3359 adj to Public Toilets	RH	ASAP	To notify Cornwall Council
25108	30/07/26	Solar Panel Roof Survey To seek a Structural Engineer to confirm the strength of the roof	Kevin Wakeham	10/09/26	PMN. In accordance with minute 25117 this matter will be dealt with by the Village Hall Committee
25123	30/07/06	Parking Policy	ALL PPC	10/09/26	To review and report to clerk

PMN = Post Meeting Note

PPC = Pelynt Parish Councillors

RH = The Clerk, Robert Horskins

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Pelynt Parish Council Standing Orders

1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the

meeting considers this expedient but each amendment shall be voted upon separately.

- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;

- viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 10 minutes without the consent of the chairman of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a committee meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings of the council including committee and sub-committee meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend ~~in respect of the business on the agenda.~~ (currently members of the public can, and do, ask questions on any topic. By removing these words the Council is not falling foul of their own Standing orders. Many Councils retain these words and stick to them! However, by not restricting members of the public from asking questions I believe it enhances greater engagement with the community at large.)
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f) above, a member of the public shall not speak for more than 5 minutes or longer at the discretion of the chairman.
- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

- i A person shall raise his hand when requesting to speak and may stand or remain seated.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- m **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).**
- n **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- o **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**
- p **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
See standing orders 6(i) and (j) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.
- q **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show**

whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving to the vote and will be taken in alphabetical order of those present at the meeting and eligible to vote.

- r The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors present and absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.
- s **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or non registerable interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- t **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 5d(viii) below for the quorum of a committee or sub-committee meeting.
- u **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

4. Filming and recording meetings

- a) **Whilst a meeting of the Council, its committees or sub committees is open to the public, any person, if present, may :**
 - i) **film, photograph or make an audio recording of a meeting;**

- ii) **use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;**
 - iii) **report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.**
- b) **Oral reporting, commentary or broadcasting is not permitted during any part of a meeting of the council, its committees and sub committees.**
- c) **An individual must be present and able to use their equipment in order to film, photograph or audio record a meeting. There will be no opportunity to report on any part of the meeting where the council has resolved to exclude the press and public.**
- d) Disruptive behaviour
 - i) No filming, photographing or audio recording of a meeting should be carried out in such a way as to disrupt the proceedings of the meeting.
 - ii) If person(s) disregard the request of the chairman of the meeting to moderate or improve their behaviour, any councillor or the chairman of the meeting may move that the person be instructed to cease filming, photographing or audio recording. The motion, if seconded, shall be put to the vote without discussion.
 - iii) If a resolution under standing order 4 d ii) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.
- e) Members of the Council recording meetings are reminded of their obligations under the Council's Code of Conduct in respect of confidential matters.

5. Committees and sub-committees

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the**

council.

- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The council may appoint standing committees or other committees as may be necessary. In appointing a committee, the Council will establish :
 - i. Terms of reference and scheme of delegation
 - ii. The number of ordinary meetings up until the next annual meeting of full council and permit the committee other than in respect of the ordinary meetings, to determine the number and time of its meetings
 - iii. Place and notice requirements and quorum for the committee which shall in accordance with the quorum for full council (*see Standing Order 3(t)*)
 - iv. chairmanship arrangements
 - v. shall, subject to standing orders 5 (d) above, appoint and determine the terms of office of members of such a committee;
- e may, subject to standing orders 5(d) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 4 days before the meeting that they are unable to attend;
- f shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
- g shall determine if the public may participate at a meeting of a committee;
- h shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- i shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- j may dissolve a committee.

6. Ordinary council meetings

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- c If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- d In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.**
- e The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman (if any) of the Council.**
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.**
- g The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.**
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new**

Chairman of the Council and must give a casting vote in the case of an equality of votes.

- j Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting of the council, the business of the annual meeting shall include:
- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - v. Review of the terms of reference, number of seats and quorum of committees;
 - vi. Appointment of members to existing committees;
 - vii. Appointment of any new committees;
 - viii. Review and adoption of appropriate standing orders and financial regulations;
 - ix. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - x. Review of the council's complaints procedure;
 - xi. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
 - xii. Review of the council's policy for dealing with the press/media;

7. Extraordinary meetings of the council and committees and sub-committees

- a **The Chairman of the Council may convene an extraordinary meeting of the council at any time.**
- b **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two**

councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.

- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 3 members of the committee [or the sub-committee], any 3 members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].

8. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 10 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 8(a) above has been disposed of, no similar motion may be moved within a further six months.

9. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.
- b The Council may resolve to undertake the appointment by a written ballot of those members present and eligible to vote, in accordance with standing order 9 a.
- c Under 5 B of the Council's adopted Code Of Conduct, a member is able to

vote for themselves.

10. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b A written notice of motion received in accordance with these standing orders may be referred to any meeting of the council or its committees or sub committees. The final decision as to where the motion will be considered will be made by the Proper Officer.
- c No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- d The Proper Officer may, before including a motion on the agenda received in accordance with standing order 10(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- e If the Proper Officer considers the wording of a motion received in accordance with standing order 10(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 8 clear days before the meeting.
- f If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- g A written notice of motion shall not relate to any matter covered by the Council's complaints, capability, grievance and disciplinary policies.

- h Subject to standing order 10(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- i Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

11. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.

12. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.

- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

13. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 11(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

14. Code of conduct, dispensations and complaints

See also standing order 3(t) above.

General

- a. The Council has adopted the Cornwall Code of Conduct for City, Community, Parish and Town Councils which will apply to all councillors and members of the public co-opted to serve on Committees and sub Committees of the Council in respect of the entire meeting.
- b. All interests arising from the Code of Conduct adopted by the Council will be recorded in the minutes giving the existence and nature of the interest.
- c. Members must have particular regard to their obligation to record and leave the room for certain matters in which they have an interest as defined by the Code of Conduct or by relevant legislation.
- d. The Council shall maintain for public inspection, a Register of Members' interests that is compliant with the Code of Conduct and with relevant legislation.

Members and the Code of Conduct

- a All councillors and members of the public co-opted to serve on Council committees and sub committees shall observe the Code of Conduct adopted by the Council.
- b All councillors and members of the public co-opted to serve on Council committees and sub committees shall maintain a Register of Disclosable Pecuniary Interests, and must update their register by notifying the Monitoring Officer and the Clerk of any changes within 28 days.
- c All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.
- d Unless granted a dispensation, a councillor or non-councillor with voting rights who has registered a Disclosable Pecuniary Interest in relation to any item of business being transacted at a meeting, shall leave the room whenever the item is being discussed, including any part of the meeting where the public are entitled to speak.
- e Unless granted a dispensation, a councillor or non-councillor with voting rights who has registered a non-registerable interest in relation to any item of business being transacted at a meeting, shall leave the room whenever the item is being discussed, including any part of the meeting where the public are entitled to speak.

- f Where a non-registerable interest arises from membership of an outside body as defined in 3.5a of the Council's code of conduct, a councillor may remain in the room to address the meeting, provide a short statement and answer questions for no more than three (3) minutes before leaving the room at the request of the Chairman.
- g You must not accept any gifts or hospitality that you are offered or receive in connection with your official duties as a member that could be seen by the public as likely to influence your judgement in these matters. There is no requirement to register or declare any gifts or hospitality which have been offered or received.
- h A Member of the Council may, for the purposes of his duty as a member but not otherwise, inspect any document which has been considered by a Committee or by the Council. The Proper Officer or Solicitor to the Council may decline to allow inspection of any document which is protected by other legislation or in the event of legal proceedings would be protected by privilege arising from the relationship of solicitor and client. All Minutes kept for any Committee shall be open for the inspection of any member of the Council during office hours.

Allegations of breaches of the Code of Conduct

- i Notification of any complaint shall remain confidential to the Proper Officer of the Council until such time as the matter has been concluded, when the outcome of the complaint shall be reported to a meeting of full council.
- j Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman or Vice Chairman of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in this standing order, and who shall continue to act in respect of that matter as such until the complaint is resolved.
- k Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint
- l The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body

with statutory responsibility for investigation of the matter;

- m References to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.
- n **Upon notification by the Standards Committee of the Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider any recommendations and what, if any, action to take against him. Such action excludes disqualification or suspension from office but may include removal from one or more committees of the Council or restricted access to council premises except to attend meetings.**

Dispensations

- o **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- p A decision as to whether to grant a dispensation shall be made by a meeting of the council, or committee or sub-committee for which the dispensation is required and that decision is final.
- q A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- r This policy shall apply to all meetings of the Council, its committees and sub-committees.
- s No dispensation will be awarded for any meeting where there are no minutes of the proceedings.
- t **A dispensation may be granted in accordance with standing order 14(r) above if having regard to all relevant circumstances the**

following applies:

- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
- ii. **granting the dispensation is in the interests of persons living in the council's area or**
- iii. **it is otherwise appropriate to grant a dispensation.**

15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **At least three clear days before a meeting of the council or a committee, serve on councillors, by delivery or post at their residences, a signed summons confirming the time, place and the agenda. In addition, on completion of the required form supplied by the clerk and approved by resolution of the full council** at least three clear days before a meeting of the council, a committee and a sub-committee, serve on councillors, a summons by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer. *See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of a committee.*
 - ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**
 - iii. subject to standing order 10 above, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it;
 - iv. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**

- v. facilitate inspection of the minute book by local government electors;
- vi. **receive and retain copies of byelaws made by other local authorities;**
- vii. retain acceptance of office forms from councillors;
- viii. retain a copy of every councillor's register of interests;
- ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
- x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
- xii. arrange for legal deeds to be executed;
See also standing order 21 below.
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received to the full council prior to the next meeting;
- xvi. manage access to information about the council via the publication scheme; and
- xvii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.
See also standing order 21 below.

16. Responsible Financial Officer

- a** The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Financial Regulations

- a The Council has established Financial Regulations for the governance and management of its finances and to meet the requirements of the audit and accountability regime in place at the time.
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Council's proper practices will be in accordance with the most recent JPAG guidance.

18. Handling staff matters

- a A matter personal to a member of staff that is being considered by the Staffing Committee is subject to standing order 12 above.
- b The chairman or in his absence, the vice-chairman and one other council member shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the council.
- c Subject to the council's policy regarding the handling of grievance matters, the chairman or in his absence, the vice-chairman will be notified in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of council.
- d Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the chairman or vice-chairman, this shall be communicated to another member of the council, which shall be reported back and progressed by resolution of the council which does not include the chairman or vice chairman if the matter involves one or the other.
- e Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to performance, capabilities, grievance or disciplinary matters as confidential and secure.
- f The council shall keep all written records relating to employees secure. All

paper records shall be secured and locked and electronic records shall be password protected and encrypted.

- g Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(e) and (f) above if so justified.
- h Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(e) and (f) above shall be provided only to Proper Officer and the Chairman.

19. Requests for information

- a Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Council. The Proper Officer shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 on behalf of the Council.

20. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

21. Execution and sealing of legal deeds

See also standing orders 16(b)(xii) and (xvii) above.

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b **Subject to standing order 21(a) above, any two councillors may**

sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.

22. Communicating with Unitary councillors

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the divisional councillor of the Unitary Council representing the area of the council. The members will be invited to give a short report at that point identified on the agenda and answer questions from the Council.

23. Restrictions on councillor activities

- a. Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.
 - iii. issue any order in respect of works which are being carried out by or on behalf of the Council
 - iv. incur any expenditure on behalf of the council or issue an instruction to incur expenditure.

24. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 10 above.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.

- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

25. Village Hall

- a. The Parish Council will act as sole Trustees of the Village Hall.
- b. The **Village Hall Treasurer** ~~Parish Clerk~~ will be responsible for keeping an accounts ledger to detail income and expenditure and will bank all monies on a regular basis from users of the hall. Hall bookings will be via the **Village Hall Secretary** ~~Parish Clerk~~.
- c. The **Village Hall Management Committee will meet at least quarterly to review hall usage, income and expenditure and any maintenance requirements** ~~monthly agenda, at Parish Council meetings, will show an item specifically for discussion of the Village Hall to keep the council and attendees of the meeting informed of the hall status. Reports will contain usage, financial standing and any maintenance issues required.~~
- d. Risk assessments will be undertaken on a regular basis.
Maintenance issues will be dealt with immediately to maintain Health and Safety regulations to a proper standard.

Adopted 27/7/2017	Minute No. 23250
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Standing orders that are in bold type contain statutory requirements.

~~It was resolved to adopt Supplementary Standing Orders to meet statutory requirements for the holding of virtual meetings lasting until May 7th 2021 or the repeal of legislation whichever is the earlier – Minute No:- 23815.~~

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PARKING POLICY

THE VILLAGE GREEN PARKING AREA

NO PUBLIC OR PRIVATE RIGHTS EXIST OVER THIS AREA

This land is owned and maintained by Pelynt Parish Council.

Policy 1a relates to the tarmac area in front of St Nun's Church:

1. Vehicles may park by driving/reversing onto the area, vehicles must not be parked side on.
2. Owners should park responsibly to allow the maximum number of vehicles to use the area.
3. Vehicles should not remain unmoved for longer than ~~1 week~~, **24 hours**, if there is a situation where the vehicle cannot be moved the Parish Council Clerk must be informed **by telephone or text to 07434 661968 or email clerk@pelyntparish.gov.uk**
4. Camper vans, ~~and~~ **caravans and commercial vehicles** are not permitted to park. ~~on the area.~~
5. No vehicle repair works are permitted to be undertaken. ~~on the area.~~
6. The area marked with yellow lining is to be kept clear at all times for use by emergency services and the incumbent Rector of the Church.
7. Members of the Parish Council and the Clerk will monitor the area and will investigate any complaints received relating to infringement of the Policy.
8. A letter informing residents of any breach to the Policy will be sent by the Clerk on behalf of the Parish Council.
9. The Parish Council reserve the right to request, by letter, that vehicles are removed permanently if vehicle owners repeatedly misuse the area.
10. The Clerk, on behalf of the Parish Council, will notify residents by letter **and posters** of **any** ~~the annual 24 hour~~ closure, a notice will also be posted on the Parish noticeboard, website and local Facebook page. Residents are expected to comply fully with the request to remove their vehicle for this period.

Policy 1b relates to areas of Village Green opposite St Nun's Church adjacent to 1 The Green and 1 Bullers Terrace:

1. The areas in question are registered as Village Green.
2. No vehicles are permitted to park on the Village Green between 1 The Green and 1 Bullers Terrace.
3. The owners/tenants of 1 The Green and 2 Bullers Terrace will be given prescriptive rights from the Parish Council to permit vehicle access across the Village Green.
4. The owner of 2 Bullers Terrace has an established right to park on the tarmac area in front of his ~~their~~ garage ~~doors~~ by way of twenty (20) years of unchallenged, uninterrupted use for this purpose.
5. Permission for vehicle access will be solely for owners/tenants of the above addresses and should the above properties be sold the new owner must apply to the Parish Council for prescriptive rights.
6. Permission is limited to owners/tenants and family members of the above addresses.
7. The areas registered as Village Green must be kept clear at all times including removal of any pots, planters and other items.
8. Repair of these areas, should they suffer any disturbance or deterioration relating to vehicles using the access, will be the responsibility of the owner/tenant.
9. The Parish Council reserve the right to withdraw permission for vehicle access if the area is being abused.

Road Traffic Act 1988 s34

Inclosure Act 1857 s12

Commons Act 1876 s29