PELYNT PARISH COUNCIL

MINUTES OF THE PELYNT PARISH COUNCIL MEETING HELD ON THURSDAY 29TH OCTOBER 2026

Present: Councillors: Kevin Wakeham – Chairman, John Philp, Debbie Jones, Molly Boxall, Serena Blake, Steve Smith, Andy Talor and Mike Axon
Cornwall Councillor Jim Candy and PCSO Steve Cocks, Devon and Cornwall Police.
And nine members of the public.

Officer: Robert Horskins, Parish Clerk and Responsible Finance Officer.

WELCOME

Kevin Wakeham, Chairman, opened the meeting at 7.30pm and welcomed all present. He advised that he wished agenda item 15 (Estimates) to be deferred to the November meeting, as he had been making enquiries regarding the quotes received and was not yet in a position to present them. This was put to the vote under item 2 below.

AGENDA

1) 25145. *APOLOGIES FOR ABSENCE*

Apologies for absence were received from Councillors Benita Garrott and James Dingle.

2) 25146. *DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA*

The Chairman advised that he had an interest in item 15 (Estimates). Cornwall Councillor Jim Candy suggested that, as the Chairman had an interest in the item, the deferral should be put to a vote of the Council rather than made at the Chairman's own request, so that it could not be seen as inappropriate. This was agreed.

Resolved: that agenda item 15 (Estimates) be deferred to the next meeting. The Chairman abstained.

Proposed by Councillor John Philp Seconded by Molly Boxall

Voting: For: 7 Against: 0 Abstain: 1 No Vote: 0

There were no other declarations of interest.

3) *PUBLIC PARTICIPATION*

3.1) 25147. POLICE REPORT – PCSO Steve Cocks attended and reported:

From 01/09/2026 – 30/09/2026 there were no crimes in the public domain.

With rising fuel prices, residents with heating oil tanks were urged to ensure they were locked. A series of thefts from isolated rural properties had begun locally, including three electric bikes stolen from a farm, and a repeat incident in a neighbouring parish where intruders had entered a property twice although nothing was taken. Residents were asked to lock barns and outbuildings and keep property secure.

Members of the public were asked to report anything suspicious: 999 in an emergency, otherwise 101 or online via the Devon & Cornwall Police website, which routes reports to the local team. Looe Police Station front office is now open on Tuesdays and Saturdays, 10am – 3pm. Rural patrols are being increased as a deterrent; all was otherwise found to be in order.

A Councillor noted recent shoplifting incidents in the village; it was confirmed that arrests had been made.

3.2) 25148. CORNWALL COUNCILLOR – The following report from Cllr Jim Candy was received:

Pelynt Report 29.10.2026

A) *At a briefing on all bus services for all Cllrs, we were told that Bus Services face significant challenges due to diesel prices. However "Kids go free" over summer increased patronage, as does the £2 fare. Roll out of RTPIs, improved bus stops and on board audio and visual displays are other investments in the services. The cost of tree strikes is over £300k this year in materials, not including labour and downtime.*

B) *The uptake on the evening buses from Tregoad-Looe-Polperro was good, and I am working to continue and potentially extend it next year.*

C) *The Real Time Passenger Information screen at the Church bus stop is at the correct height, so cyclists etc do not hit it. The screens are designed to be read from this height.*

D) *I joined the Man Down walk from Hannafore to Polperro briefly, as I am a keen advocate of mental wellbeing. Mental Health prevention is an increasing priority for Cornwall Council Public Health and partners. There is a summit at Lys Kernow on Friday which I will attend.*

E) *Unfortunately 3 officers in senior positions in Cornwall Council have chosen to leave. Their reasons are personal, and cannot be shared, unless they choose to do so themselves.*

F) *Recycling Trucks are checking Mobile mast coverage with a view to reducing "Not Spots".*

G) *I have been asked if Pelynt has an Emergency Plan, and if it was activated for the recent storms?*

H) *The Community Highway Improvement Plan options for Pelynt involving traffic calming on the main road are being developed and costed.*

I) *Details of the plans for Devolution for Cornwall to keep strategic decision-making within Cornwall are progressing, without a Mayor being imposed.*

J) *West Looe Hill resurfacing is due to start in November. Notices have gone out to all properties affected. I have requested that, with all closures that affect access to a lot of properties, these notices are circulated as soon as the closure notice is confirmed, as the delay this time caused problems.*

K) *I attended a meeting re river and bathing pollution last Saturday. Anna Gelderd MP explained the content of the Water Industry Reform Bill.*

L) *There is a consultation on reviewing the discounts for Council Tax, for single occupation etc, as they have not been reviewed for a long time.*

M) *The new Looe Residents Toilet card costs £5.00, and covers all PL13 area. It pays for 30 visits per month which otherwise cost 40p each.*

Cllr Candy added that he had been unwell since September and was dealing with urgent matters first; he asked that issues be reported to him by email so they could be forwarded to officers. He asked landowners to cut back roadside vegetation, as overhanging branches were causing costly damage to bus windscreens and mirrors and disrupting services. West Looe Hill is expected to be closed for most of November from around the 9th.

Informal path: Cllr Candy asked about the extent and maintenance of the informal path maintained by the Parish Council. It was confirmed that the Council pays for it to be cut twice a year and that none of it is hard surfaced; the Clerk would confirm which sections are cut. Councillor Molly Boxall raised concern that highway road and drain scrapings had been deposited on the path, making it difficult to walk. Cllr Candy explained that he had asked the highways team not to do this, but noted that removing the material to the depot incurred additional testing and disposal costs.

Senior officer resignations (item E): In response to a question about the salaries of replacement senior officers, Cllr Candy explained that pay would be subject to job evaluation, that an interim Chief Executive was in place as required by law, and that the reasons for individual resignations were personal and could not be shared. The Chairman closed the discussion.

Emergency Plan (item G): In response to a question from Councillor Debbie Jones, it was confirmed that the Parish Council does not currently have an Emergency Plan. Cllr Candy explained that, while not a requirement, Cornwall Council encourages parishes to have one, citing recent storm impacts elsewhere including loss of power, water and communications, and the needs of vulnerable residents. A plan might cover opening the Village Hall as a warm space, identifying radio amateurs and four-wheel-drive owners in the village, and local businesses that could help. Cllr Candy would send guidance to the Clerk, and the matter would be placed on the agenda for the November meeting.

3.3) 25149. PARISH FORUM – West Muchlarnick Farm: The Clerk reported that the update received from Cornwall Wildlife Trust had been circulated to all Councillors, posted on the Council's Facebook page and laminated for the noticeboard. It was noted that the proposed site visit had not yet taken place for safety reasons and Councillors would be invited once the site was safe. The Trust wishes to attend Council again in January to give a further presentation.

A resident reported that he had obtained further posters for the Devon & Cornwall Police dementia safeguarding scheme; copies were provided for Councillors and the village noticeboards, and posters had been taken to the Surgery.

4) 25150. *MINUTES OF THE LAST MEETING*

The minutes of the last meeting held on Thursday, 10th September were agreed.

Proposed by Councillor John Philp Seconded by Councillor Molly Boxall
Voting: For: 9 Against: 0 Abstain: 0 No Vote: 0

5) 25151. *MATTERS ARISING ACTIONS & FOLLOW UPS*

The actions and follow up list was reviewed. Updates are shown below.

Reference Date	Action	Owner	Due By	Note
25092 28/05/26	Obtain Quotes for Village Green Works	RH	26/11/26	Quotes received. Item 15 deferred to November meeting.
25101 28/05/26	New email addresses to be in use	ALL PPC	30/06/26	Complete.
25101 28/05/26	General Matters. Overgrown Path Wilton Terrace	Jim Candy	26/11/26	Contractor has changed. JC to chase again.
25101 28/05/26	Coastline: Sentry Meadow. Establish whose responsibility to maintain.	Jim Candy	26/11/26	JC to identify housing officer. Discussed under item 14.
25101 28/05/26	To view Sentry Meadow	ALL PPC	26/11/26	Councillors yet to visit asked to do so.
25101 28/05/26	Draft letter to Coastline	RH	26/11/26	Awaiting outcome of JC enquiries.
25105 30/07/26	Path behind toilets	RH	10/09/29	Ongoing.
25107 30/07/26	Missing "Keep Left" arrow on central refuge. B3359 adj to Public Toilets	RH	ASAP	Chased; no reply. W262187698
25108 30/07/26	Solar Panel Roof Survey	Kevin Wakeham / Mike Axon	–	Passed to Village Hall Committee. Remove from list.
25132 10/09/26	Poor footpath – Richmond Road	RH	–	Repaired with new tarmac; made safe. Close.
25136 10/09/26	Allotment Provision	RH	26/11/26	Six expressions of interest. Clerk awaiting consent to share contacts so residents can bring proposals to the Council.
25136 10/09/26	Overgrown Hedge – Surgery Path	RH	–	Complete – cut back well. Close.
25143 10/09/26	Budley Waters Ford – erosion	RH	26/11/26	Chased; no reply. JC noted highways catching up after storm damage and that works need design. W262187694

Cllr Candy advised that the highways team was now largely caught up following recent storm damage, and encouraged residents, where safe, to clear leaves and debris from drains near them.

6) 25152. *ACCOUNTS*

September: The September expenditure totalling £4,33Jo2.84 was approved for payment en bloc. September income of £20,000 (Cornwall Council – Precept) was noted.

Proposed by Councillor John Philp Seconded by Councillor Andy Talor
Voting: For: 9 Against: 0 Abstain: 0 No Vote: 0

October: Councillor Debbie Jones queried the payment of £25.00 to the Royal British Legion for the Armistice Day wreath, as Councillors believed a higher amount, possibly £50, had

previously been agreed. The Clerk advised that the wreath had already been purchased and paid for. The Clerk would check the previous minutes to confirm the agreed amount. The October expenditure totalling £4,412.70 was approved.

Proposed by Councillor John Philp Seconded by Councillor Molly Boxall
Voting: For: 9 Against: 0 Abstain: 0 No Vote: 0

7) 25153. *CORRESPONDENCE*

Correspondence forwarded to Councillors was noted. It was agreed that the Police advice on securing heating oil tanks and rural property should be added to the Council's website.

Community Highway Improvement Plan: The Clerk reported a letter received from Cornwall Council that evening confirming that traffic calming on the main road through Pelynt is now on its list, in the second wave of schemes, with delivery expected in two to three years. Cllr Candy explained that designs had not yet been finalised and that Cornwall Council is seeking financial contributions from parish councils, which the Council should consider when setting its precept. It was agreed that the Clerk would reply confirming that the Parish Council fully supports the scheme, is willing to contribute financially, and requesting an estimate of the overall cost. No vote was required.

A thank you card from Cornwall Air Ambulance for the Council's recent donation was circulated.

8) 25154. *PLANNING APPLICATIONS*

8.1 The Old Barn, Polperro Road, West Looe, PL13 2JS – Construction of garage/workshop for utility and plant equipment to be used in conjunction with dwelling house – Mr Andrew French – PA26/07382. The applicant was present and offered to answer any questions; none were raised. It was noted that no objections had been received. **The Council supports this application.**

Proposed by Councillor John Phelp Seconded by Councillor Andy Talor
Voting: For: 9 Against: 0 Abstain: 0 No Vote: 0

8.2 Land North East of Wilton Mill Farm, Pelynt, PL13 2LA – Prior Approval for the proposed change of use of an agricultural building to a single dwellinghouse with minor operational development – Mr Jeremy Welch – PA26/07389. It was noted that this is a prior approval (Class Q) notification and does not require a decision by the Council. Councillors expressed their support for the application. Councillor Molly Boxall indicated she would have abstained had a vote been taken.

8.3 17 Cardwen Estate, Tower Park, Pelynt, PL13 2LH – Replacement bungalow and garage for fire damaged and subsequently demolished bungalow on same site – Mr D A Bothma – PA26/06243. The Chairman raised a concern about the proximity of the proposed building to the boundary with the neighbouring property. **The Council supports this application, subject to the Planning Officer being satisfied regarding the proximity of the building to the neighbouring boundary.** This concern is to be recorded in the Council's consultation response. The Clerk advised that a formal proposal and seconder are not required for planning consultation responses.

9) 25155. *PLANNING RESULTS*

None received. The Clerk reported that, from Sunday 1st November, changes to the planning system mean that more applications will be determined by planning officers rather than by committee, even where a parish council objects. Cllr Candy explained that, under a Government statement, developments of nine or fewer dwellings would not go to committee, which in his view reduced local democratic input; however, he would continue to represent

the Parish Council's views to planning officers, and concerns should be clearly set out in the Council's consultation responses.

10) 25156. *AUDIT 2025/26*

10.1 External Auditor's Opinion – The external auditor's opinion on the audit of the Annual Governance and Accountability Return for 2025/26 was received.

Proposed by Councillor Molly Boxall Seconded by Councillor Debbie Jones
Voting: For: 9 Against: 0 Abstain: 0 No Vote: 0

10.2 Audited AGAR – The audited Annual Governance and Accountability Return for 2025/26 was adopted.

Proposed by Councillor Molly Boxall Seconded by Councillor Serena Blake
Voting: For: 9 Against: 0 Abstain: 0 No Vote: 0

10.3 Notice of Conclusion of Audit – It was noted that the Notice of Conclusion of Audit was displayed on the public noticeboard by the Millennium Cross and on the Council's website from 18th September 2026.

11) 25157. *FINANCIAL ALLOWANCES*

The Council reviewed its standing on Financial Allowances (Member allowance £262.78; Chair allowance £394.15 for 2025/26). **Resolved:** that the Council does not adopt Financial Allowances for Pelynt Parish Councillors and its position remains unchanged.

Proposed by Councillor Kevin Wakeham Seconded by Councillor Andy Talor
Voting: For: 9 Against: 0 Abstain: 0 No Vote: 0

12) 25158. *FINANCES*

12.1 Virement – The recommendation of the Responsible Finance Officer to move funds within Ear Marked Reserves was agreed. The Withdrawn Services Fund (£15,964.69) is closed and reallocated as follows: Village Green Development £5,000; Highways £5,000; Training £964.69; Election £4,500; Office Hardware £500. Total Lloyds Bank reserves remain £47,161.91.

Proposed by Councillor John Philp Seconded by Councillor Steve Smith
Voting: For: 9 Against: 0 Abstain: 0 No Vote: 0

12.2 S.137 Heading – The recommendation of the Responsible Finance Officer was agreed: that £1,000 be allocated to a Grants heading, that previous spend from S.137 be moved across to the Grants heading, and that the S.137 budget figure be restored from the Grants heading. The additional £1,000 is covered within the current 2026/27 precept budget. Cllr Candy noted that churchyard maintenance falls under a separate power and should not be charged to S.137; the Clerk confirmed this is already held under a separate budget.

Proposed by Councillor John Philp Seconded by Councillor Mike Axon
Voting: For: 9 Against: 0 Abstain: 0 No Vote: 0

12.3 Transfer of Monies – Councillor Molly Boxall relayed a request from Councillor James Dingle, who had sent apologies, that the transfer should not proceed as he believed a better rate of interest could be obtained elsewhere. The Clerk explained that the current account holds £69,722.97 (excluding October spend) and earns no interest; had £40,000 been in the deposit account it would have earned around £780 in the past year. The transfer would leave £29,722.97 against budgeted expenditure of £17,556.15 for the rest of the year. The savings account is instant access with no limit on withdrawals, so the funds would remain available and could be moved again. The Clerk intends to review the Council's savings arrangements at

the Finance meeting. **Resolved:** that £40,000 be transferred from the Lloyds current account to the savings account, pending review at the Finance meeting.

Proposed by Councillor Debbie Jones Seconded by Councillor Kevin Wakeham
Voting: For: 9 Against: 0 Abstain: 0 No Vote: 0

13) 25159. *GRANTS*

The Clerk reported that £525 remains in the grants budget (£500 should a further £25 be owed for the Armistice wreath).

13.1 The Prevention Project CIC – Councillor Debbie Jones spoke in support of the application, highlighting the growing harm caused by gambling, particularly among young people, and the value of early intervention and self-help groups. The Chairman noted that the Council has historically limited grants to Cornwall Air Ambulance and to Pelynt and locally based groups, but that the decision rested with Councillors. Councillor John Philp said he would prefer to support local causes. A show of hands was taken on whether to make a donation, with a majority in favour (For: 5 Against: 4) It was then agreed to make a grant of £100.

Proposed by Councillor Molly Boxall Seconded by Councillor Mike Axon
Voting: For: 5 Against: 4 Abstain: No Vote:

13.2 Pelynt Bingo Club – A request was received for a small grant towards the increase in Village Hall hire charges from £6 to £8 per hour (an additional £4 per weekly session). Councillors Debbie Jones and Molly Boxall spoke of the club's value as a social evening for residents. It was agreed to make a grant of £100, covering the increase for approximately six months.

Proposed by Councillor Kevin Wakeham Seconded by Councillor Serena Blake
Voting: For: 9 Against: 0 Abstain: 0 No Vote: 0

14) 25160. *SENTRY MEADOW*

Discussion took place during item 5 and is minuted here at the Clerk's request.

Councillor Debbie Jones reported that there had been no change in the condition of the estate, including general property maintenance and algae on north-facing elevations. Coastline Housing had issued its annual increase in maintenance charges, which cover the roads and tree cutting; three street lights are not working, and street lighting charges had risen by around 20%. The estate road has not been adopted by Cornwall Council, owing to defects in the original road and drainage construction that have required repeated relaying. She expressed concern that these costs were being passed to residents of homes intended to be affordable, noting that rents had risen considerably over the last five years, and that owners also pay additional charges.

Cllr Candy noted that his influence over a housing association such as Coastline was more limited than over Cornwall Housing, but that there is a housing officer for the estate whom he would try to identify. Councillor Jones would email the details to Cllr Candy, copying in the Chairman and the Clerk.

The Chairman clarified the history of the site: the Parish Council had originally supported a mixed development of affordable and market housing in line with Cornwall Council's minimum affordable housing requirement at the time. Coastline Housing subsequently acquired the land and developed it as 100% affordable housing; as this exceeded the policy minimum, Cornwall Council raised no objection and the Parish Council had no say in the change.

Councillors who had not yet visited the estate were asked to do so. The letter to Coastline would be drafted once the outstanding information had been obtained.

No further comments were made under this item.

15) 25161. *ESTIMATES*

Deferred to the November meeting (see item 2).

16) 25162. *PARISH COUNCIL PERSONNEL*

The Clerk left the room for this item.

Resolved: to accept the recommendation of the Chairman and Deputy Chairman that the Clerk and Responsible Financial Officer, Robert Horskins, has fulfilled all expected aspects of his role during his 26 week probationary period and that his position be made permanent with immediate effect. (The audio recording was paused for this item)

Proposed by Councillor Kevin Wakeham Seconded by Councillor John Philp
Voting: For: 9 Against: 0 Abstain: 0 No Vote: 0

The Clerk returned to the meeting.

17) 25163. *ITEMS FOR THE NEXT AGENDA and ITEMS TO REPORT*

Borough Lane: The Chairman reported that the lane running from the top of Casey Lane down into the valley by Wilton Mill and up towards Polean farm and Budley Waters had become practically impassable due to overgrown hedges on both sides; the hedge on the Wilton Mill side had been trimmed on the outside only. Councillor Molly Boxall added that the surface had been badly gouged by motorcycles, that residents were having to cross farmland to avoid it, and that it was unsafe to walk. Historically the Council had asked the adjoining landowners to trim the hedges. The Clerk advised that the lane is classified as a track (an other route with public access). Cllr Candy explained that, where a route forms part of the highway, landowners are responsible for keeping their hedges from obstructing it, and that the local highways officer could inspect, establish ownership and serve notices if appropriate. The Chairman would email Cllr Candy a map showing the exact location, and Cllr Candy would raise it with the highways team and report back. Councillor John Philp commented that money would be better spent opening up this route than on footpaths that are little used.

Dog fouling signs: Councillor Molly Boxall raised, on behalf of Councillor James Dingle, a suggestion that larger, more durable metal dog fouling signs be installed in the village, as the current signs were considered too small.

Land behind Richmond Road: Councillor Molly Boxall reported that residents had seen surveyors working in the field behind Richmond Road and had asked whether development was planned. The Chairman explained that the Council would not know unless a planning application was received; it was suggested the survey may relate to new sewage pipes.

For the next agenda: Emergency Plan (from item 3.2); Village Green and Play Area estimates and Village Green parking signs (deferred item 15).

18) 25164. *DATE OF NEXT MEETING*

The next meeting will be held on Thursday, 26th November at 7.30pm in The Village Hall. A Finance meeting will be held on Thursday, 12th November; the Clerk gave his apologies for that meeting.

The meeting ended at 9.03pm.

Robert Horskins
Clerk to Pelynt Parish Council

Actions and Follow ups

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25092 28/05/26	Obtain Quotes for Village Green Works	RH	26/11/26	Quotes received. Agenda item November.
25101 28/05/26	General Matters. Overgrown Path Wilton Terrace	Jim Candy	26/11/26	Contractor changed. JC to chase.
25101 28/05/26	Coastline: Sentry Meadow. Establish whose responsibility to maintain.	Jim Candy	26/11/26	JC to identify housing officer. DJ to email details to JC (cc Chair & Clerk).
25101 28/05/26	To view Sentry Meadow	ALL PPC	26/11/26	Councillors yet to visit.
25101 28/05/26	Draft letter to Coastline	RH	26/11/26	Following JC enquiries.
25105 30/07/26	Path behind toilets	RH	10/09/29	Ongoing.
25107 30/07/26	Missing "Keep Left" arrow on central refuge. B3359 adj to Public Toilets	RH	ASAP	Chased for completion date. W262187698
25136 10/09/26	Allotment Provision	RH	26/11/26	With residents. Awaiting consent to share contacts.
25143 10/09/26	Budley Waters Ford – erosion	RH	26/11/26	Chased for completion date. W262187694
25147 29/10/26	Add Police oil tank / rural security advice to website	RH	26/11/26	New.
25148 29/10/26	Confirm which sections of the informal path are cut and advise Cllr Candy	RH	26/11/26	New.
25148 29/10/26	Emergency Plan – send guidance; agenda item	Jim Candy / RH	26/11/26	New. Agenda item November.
25152 29/10/26	Check minutes for agreed Royal British Legion wreath amount	RH	26/11/26	New.
25153 29/10/26	Reply to Cornwall Council re Community Highway Improvement Plan – support, contribution and cost estimate	RH	ASAP	New. Consider in precept.
25154 29/10/26	Submit planning responses, incl. boundary concern for PA26/06243	RH	ASAP	New.
25158 29/10/26	Transfer £40,000 to savings account; review savings arrangements	RH	12/11/26	New. Finance meeting.
25159 29/10/26	Pay grants: Prevention Project CIC £100; Pelynt Bingo Club £100	RH	26/11/26	New.

Reference Date	Action	Owner	Due By	Note
25163 29/10/26	Borough Lane – overgrown hedges and surface. Email map of location to Cllr Candy	Kevin Wakeham	ASAP	New.
25163 29/10/26	Borough Lane – raise with highways; establish status and ownership	Jim Candy	26/11/26	New. Report back.
25163 29/10/26	Larger metal dog fouling signs	RH	26/11/26	New. Agenda item November.