

St Buryan, Lamorna & Paul Parish Council

Tel: 07756 991 696

Email: clerk@stburyanlamorna-pc.gov.uk

Agenda – 18 May 2026

To Members of St Buryan, Lamorna & Paul Parish Council:

Councillors: J Pascoe (Chair), S Gough (Vice-Chair), M Corley-King, D Groves, P Macis, S Stevenson, P Thurstans, L Wilkin and B Wynter (*three vacancies*)

Dear Councillor

You are summoned to the Annual Meeting of St Buryan, Lamorna & Paul Parish Council on **Monday 18 May 2026 at 7.30pm**, to be held in the **St Buryan Village Hall**, for the purpose of transacting the following business.

Press & Public are invited to attend. Meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.

Yours sincerely

Louise Clifton

Clerk to the Council
11 May 2026

AGENDA

1. Election of Chair for 2026-27
2. Chair Declaration of Acceptance of Office.
3. Election of Vice-Chair for 2026-27
4. Vice-Chair Declaration of Acceptance of Office
5. To record absences and note apologies for absence
6. [Declarations of Interest:](#)

All Councillors are reminded to keep their Register of Interests up to date (available online at: <https://www.cornwall.gov.uk/people-and-communities/community-area-partnerships/penwith/>) All Councillors must declare any interest i.e. Disclosable Pecuniary Interest (DPI), Other Registerable Interest (ORI) or Non-Registerable Interest (NRI), in items on the agenda and the nature of the interest. In keeping with the Council's [Code of Conduct](#), Members must leave the meeting during the discussion relating to the item in which the interest has been declared – **including during public speaking** - unless a dispensation has been requested in writing by the Member and granted by the Council.

7. **Member Dispensations** To consider written requests from Members for dispensations, received by the Clerk in advance of the meeting.
8. **Public Speaking** (up to 15 minutes in total)
9. **Cornwall Councillor reports** – To receive reports on their work relevant to the parish.
10. **Reports from meetings of other organisations**
11. **Minutes of the meeting held on [20 April 2026](#)**

To resolve – that the minutes of the meeting of the council, as above, having been circulated, be taken as read, approved and signed by the Chair as a true and accurate record of the meeting.

- 12. Clerk's update report.** *To receive updates and consider any actions necessary*
- 13. Council meetings 2026-27.** *To agree the dates, time and venue/s for Ordinary meetings for the next municipal year 2026-27*
- 14. Portfolio Holders 2026/27** *To confirm areas of Councillor responsibility for 2026/27*
- 15. To review the following Committees with delegated authority and their membership:**
 - a. Staffing Committee
- 16. To appoint representatives to working groups and organisations.**
 - a. Emergency Planning working group
 - b. Amenities working group
 - c. Cemetery working group
 - d. Communications working group
 - e. Environment working group
 - f. Finance working group
 - g. Highways working group
 - h. Public Rights of Way working group
 - i. St Buryan in Bloom – council rep
 - j. St Buryan Village Hall – council rep
 - k. Friends of St Buryan School – council rep
 - l. St Buryan Playing Field Association – council rep
 - m. Penwith CAP – Member and Deputy
 - n. Police Liaison – council rep
 - o. Lamorna Village Hall – council rep
- 17. To review the Council's Standing Orders**
- 18. To review the Council's Financial Regulations**
- 19. To review the Council's Asset Register**
- 20. To review the Council's arrangements for title deeds, leases.**
- 21. To review contracts for 2026/27**
 - a. LMP Rights of Way maintenance
 - b. Waste Collection
 - c. Cleaning public toilets
 - d. Maintenance of Play Area
- 22. To review the Council's insurance policy**
- 23. Annual Meeting Business**
 - a. To **resolve** that any other business, as stated under Standing Order 5j which is not included on this agenda, be deferred to the next Council meeting.
 - b. To **note** all other business listed under Standing Order 5j that is required to be reviewed annually, but not necessarily at the annual meeting, will be reviewed during 2026-27.

24. Planning applications. *To agree a parish council consultation response:*

a. Applications

- i. [PA26/02571](#) – 5 Parc An Peath, St Buryan – Construction of Balcony
- ii. Any additional application received before the meeting

b. 5 day planning protocol responses sent since the last Council meeting

c. Cornwall Council decisions, April:

- i. PA25/01292/PREAPP – Former St Buryan Garage, The Green, St Buryan – Pre-application advice for construction of a single two storey dwelling and detached garage. **Cornwall Council decision: Closed, advice given.**
- ii. PA25/04652 – Land at Kew Pendra, St Buryan – Construction of development of four houses and associated works. **Cornwall Council decision: Approved with conditions.**

d. Planning Appeals

25. End of Financial Year 2025/26, accounts and audit

- a. To approve the Year End Accounts and Earmarked Reserves for 2025/26
- b. To note the Year End bank reconciliation for 31 March 2026
- c. To approve the Fixed Asset Register as of 31 March 2026
- d. To receive the report from the Internal Auditor for 2025/26 and agree any action
- e. To complete and approve the Annual Governance Statement for 2025/26
- f. To approve the Accounting Statements for 2025/26
- g. To note the dates for the Publication of Notice of Public Rights
- h. To confirm there is no conflict of interest with External Auditor (BDO)
- i. To approve a schedule of regular payments for 2025/26
- j. To amend method of PAYE/Ni payments to HMRC from quarterly Direct Debit to monthly online banking payments. (This to keep payments in line with monthly payment approvals and remove need for recurring adjustments in bank reconciliations.
- k. To review the current bank mandate

26. Amenities

- a. Playground:
 - i. To receive the inspection report for May and volunteer for June
 - ii. To receive the Annual Safety Inspection report and **resolve** on any appropriate action to take.
- b. St Buryan Cemetery – *to note any updates and to agree any action needed.*
- c. Defibrillator – *to note any updates and to agree any action needed.*
- d. St Buryan public toilets – *To consider a potential offer of funding towards a specific element of the refurbishment project and to **agree a response** to the potential donor organisation [Cllr Pascoe]*

27. Environment, Highways and Rights of Way. *To receive updates and agree any action needed.*

- a. Loss of National Trust public toilets at Penberth Cove. *To discuss and agree a parish council request to National Trust, if appropriate [Cllr Pascoe]*

28. Partnership working and consultations

- a. Community Emergency Plan *To receive an update and agree how to proceed.*
- b. Cornwall Seascape Appraisal *To consider whether to send a parish council response.*

29. Accounts and Governance

- a. IT Matters. *To consider new and ongoing IT matters and to **resolve** to take action as appropriate.*
 - i. To review the recent changeover of Councillor emails and new Microsoft 365 licences
 - ii. Councillors to raise any Council / Councillor IT issues which require council attention / decision.
- b. **Monthly finance reports and bank reconciliation**
 - i. To note income and approve expenditure for May
 - ii. To note the Budget v Actual report
 - iii. To note bank reconciliation for 31 May 2026
- c. **Review of Policies.** *None.*

30. Correspondence *To **note** correspondence received.*

- a. Cornwall Council – Public Realm update, 30 April 2026

31. Training *To consider requests and opportunities for training*

32. Agenda items for a future meeting

- a. Any items deferred from this meeting
- b. **Website** (including Neighbourhood Plan pages) – Cllr Gough and Clerk to carry out a review and report to Council
- c. **St Buryan Public Toilets** *To consider quotes for repair works and to **note** the findings of the asbestos refurbishment survey and to **resolve** to take appropriate steps as necessary*
- d. **Cornwall Council consultation – Understanding Cornish Places** *To consider the online entry of information about the St Buryan area and to **agree** any requested changes for this area to be sent through to Cornwall Council*
<https://dataportal.wiserd.ac.uk/en/understanding-cornish-places/place/E63007081>

33. Date of next meeting: 15 June 2026, St Buryan Village Hall

34. Exclusion of the press and public

*If necessary, to **resolve**:* that in accordance with s.1(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 business owing to the confidential nature of that business.