

# St Buryan, Lamorna & Paul Parish Council

Tel: 07756 991 696

Email: [clerk@stburyanlamorna-pc.gov.uk](mailto:clerk@stburyanlamorna-pc.gov.uk)

## Agenda – 17 November 2025

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

Councillors: J Pascoe (Chair), S Gough (Vice-Chair), M Corley-King, D Groves, P Thurstans and B Wynter

Dear Councillor

You are summoned to the monthly meeting of St Buryan, Lamorna & Paul Parish Council on **Monday 17 November 2025 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 November 2025

---

### AGENDA

#### Chair's Announcements

| Ref:    | AGENDA ITEMS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 25-11/1 | <b>To record absences and note apologies for absence</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 25-11/2 | <b><u>Declarations of Interest:</u></b><br><i>All Councillors are reminded to keep their Register of Interests up to date (available online at: <a href="https://www.cornwall.gov.uk/people-and-communities/community-area-partnerships/penwith/">https://www.cornwall.gov.uk/people-and-communities/community-area-partnerships/penwith/</a>) 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 <a href="#">Code of Conduct</a>, Members must leave the meeting during the discussion relating to the item in which the interest has been declared – <b>including during public speaking</b> - unless a dispensation has been requested in writing by the Member and granted by the Council.</i> |
| 25-11/3 | <b>Member Dispensations</b> <i>To consider written requests from Members for dispensations, received by the Clerk in advance of the meeting</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 25-11/4 | <b>Public Speaking</b> <i>(up to 15 minutes in total)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 25-11/5 | <b>Cornwall Councillor reports</b> – <i>To receive reports from Cornwall Council ward member on their work relevant to the parish.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 25-11/6 | <b>Minutes of the meeting held on <a href="#">20 October 2025</a></b><br><b>To resolve</b> – 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 25-11/7  | <b>Clerk's update report</b> – <i>To receive updates and consider any actions necessary</i>                                                                                                                                                                                                                                                                                                                                                                        |
| 25-11/8  | <b>Planning Applications</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|          | a) None at date of agenda publication                                                                                                                                                                                                                                                                                                                                                                                                                              |
|          | <i>Any other planning applications received before the meeting</i>                                                                                                                                                                                                                                                                                                                                                                                                 |
| 25-11/9  | <b>5 day planning protocol – responses to 5 day planning protocol consultations sent to Cornwall Council in the last month</b>                                                                                                                                                                                                                                                                                                                                     |
| 25-11/10 | <p><b>Planning applications determined by Cornwall Council in past month</b> – <i>report for information, to note.</i></p> <p><b>October decisions:</b> PA25/01048/PREAPP – Trethinnick Studio, Lamorna – Exception notice for 1 x mature Sycamore to fell and remove due to damage of the main stem and potential damage to property and power lines. <b>Closed – advice given</b></p>                                                                            |
| 25-11/11 | <b>Planning Appeals</b> To <b>note</b> any appeal decisions received                                                                                                                                                                                                                                                                                                                                                                                               |
| 25-11/12 | <b>Neighbourhood Priority Statements</b> [Cllr Gough]                                                                                                                                                                                                                                                                                                                                                                                                              |
|          | <b>PAYMENTS &amp; GRANTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 25-11/13 | <b>Schedule of Payments</b> - <i>To approve the payments to be made, as set out in the schedule</i>                                                                                                                                                                                                                                                                                                                                                                |
| 25-11/14 | <b>CIL Funds, Grants and s.137 Payments</b> – <i>to review the balances of these funds and to approve expenditure from these funds if appropriate</i>                                                                                                                                                                                                                                                                                                              |
|          | <b>PARISH ISSUES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 25-11/15 | <b>Meadow Rise and Meadow Rise Phase 2</b> – <i>to consider the ongoing sewerage issues and any steps that the parish council can take on behalf of local residents</i>                                                                                                                                                                                                                                                                                            |
|          | <b>AMENITIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 25-11/16 | <b>Playground</b> - <i>to receive the inspection report for October and volunteer for November.</i>                                                                                                                                                                                                                                                                                                                                                                |
| 25-11/17 | <b>Kew Pendra Community Space</b> - <i>update on drafting of agreement for locating a shed for tool storage for community volunteers</i>                                                                                                                                                                                                                                                                                                                           |
| 25-11/18 | <b>Defibrillator Maintenance</b> - <i>to receive an update on the maintenance of the defibrillator outside Londis in St Buryan and to <b>resolve</b> a course of action if appropriate</i>                                                                                                                                                                                                                                                                         |
| 25-11/19 | <p><b>St Buryan Cemetery</b></p> <p><b>Burials Administration and Record Keeping</b> To consider the report and to <b>resolve</b> on the Council's preferred system of record keeping, options being spreadsheet or Cemetery Software</p> <p><b>Works needed to clear vegetation at St Buryan Cemetery</b> To receive an update on works considered necessary for the good maintenance of the cemetery and to <b>resolve</b> a course of action if appropriate</p> |
|          | <b>COMMUNITY ENGAGEMENT &amp; CONSULTATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 25-11/20 | <p><b>Website, Councillor Emails and Social Media</b></p> <p><b>Website</b> – Cllr Gough and Clerk to carry out a review and report to Council</p> <p><b>Councillor Emails</b> – Cllr Gough to advise on potential other options in view of difficulties being experienced with the current email system</p>                                                                                                                                                       |
| 25-11/21 | <b>ENVIRONMENT</b> To <b>RECEIVE</b> information, <b>DISCUSS</b> and <b>RESOLVE</b> a course of action if appropriate.                                                                                                                                                                                                                                                                                                                                             |
| 25-11/22 | <b>HIGHWAYS</b> To <b>RECEIVE</b> information, <b>DISCUSS</b> and <b>RESOLVE</b> a course of action if appropriate.                                                                                                                                                                                                                                                                                                                                                |

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | <b>Community Highways Improvement Programme</b> To <b>RESOLVE</b> to agree the works to be requested to be funded from this Programme.                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 25-11/23 | <b>PUBLIC RIGHTS OF WAY (PRoW)</b> To <b>RECEIVE</b> information, <b>DISCUSS</b> and <b>RESOLVE</b> a course of action if appropriate.                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 25-11/24 | <b>POLICY REVIEWS AND GOVERNANCE</b> To <b>RECEIVE</b> information, <b>DISCUSS</b> and <b>RESOLVE</b> a course of action if appropriate.<br><br><b>Compliance with AGAR Assertion 10, digital and data compliance</b> To review the parish council's arrangements with respect to digital and data compliance and to resolve to take appropriate action if needed<br><br>To <b>RESOLVE</b> to adopt the draft IT Policy, incorporating any amendments agreed at the meeting.                                                                                        |
|          | <b>PARTNERSHIP WORKING AND CONSULTATIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 25-11/25 | <b>Cornwall Council consultation – Understanding Cornish Places</b> To consider the online entry of information about the St Buryan area and to <b>agree</b> any requested changes for this area to be sent through to Cornwall Council <a href="https://dataportal.wiserd.ac.uk/en/understanding-cornish-places/place/E63007081">https://dataportal.wiserd.ac.uk/en/understanding-cornish-places/place/E63007081</a>                                                                                                                                               |
|          | <b>ACCOUNTS AND GOVERNANCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 25-11/26 | <b>Finance reports and payment schedule</b><br><br>i) Payment schedule<br>ii) Budget v Actual report; bank reconciliation; receipts and payments reports to 31 October 2025<br><br>To <b>RESOLVE</b> to adopt the Finance reports as at 31 October 2025<br><br>To <b>RESOLVE</b> to authorise payments on the November payments schedule<br><br>To <b>RESOLVE</b> to approve the update budget 2025/26, based on the original budget and precept agreed by Council in November 2025 and with following amendments to the budget now included as annotated variances |
| 25-11/27 | <b>Budget and Precept 2026/27</b> To <b>agree</b> the process to be followed to produce a draft Budget and Precept to be presented to the December meeting of the Parish Council                                                                                                                                                                                                                                                                                                                                                                                    |
| 25-11/28 | <b>Office IT arrangements</b> - To <b>consider</b> upgrade to office IT hardware                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 25-11/29 | <b>Co-options to the council</b> To <b>vote</b> on any co-option applications received.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 25-11/30 | <b>Correspondence</b><br><br>1) Email received requesting information on the parish council response to DMMO application WCA 564 (Application for a Modification Order to add a Footpath at Choone Farm, St Buryan, Lamorna & Paul CP) To <b>note</b> the request received, the response sent, and information on Cornwall Council records on this application, available online.                                                                                                                                                                                   |
| 25-11/31 | <b>Training</b> To consider requests and opportunities for training                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 25-11/32 | <b>Meetings</b> – to receive reports on meetings attended                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 25-11/33 | <b>Agenda items for a future meeting</b><br><br>i. Any items deferred from this meeting<br>ii. Budget drafting for 2026/27 –December council meeting<br>iii. Burials – review of fees and charges To carry out the annual review of fees and charges and to <b>resolve</b> any changes and the date new charges will be implemented from                                                                                                                                                                                                                            |

|          |                                                                                                                                                                                                                                                                                                                         |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | <p><i>i. Burials - review of Burials Policy To review the policy and to <b>resolve</b> any changes considered appropriate</i></p> <p><b>Date of next meeting:</b> 15 December 2025</p>                                                                                                                                  |
|          | <b>MATTERS FOR DECISION, INFORMATION EXCLUDED FROM THE PRESS AND PUBLIC</b>                                                                                                                                                                                                                                             |
| 25-11/34 | <p><b>Exclusion of the press and public</b></p> <p><b>To resolve:</b> 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.</p> |
| 25-11/35 | <b>St Buryan Public Toilets</b> <i>To consider tenders for repair works</i>                                                                                                                                                                                                                                             |