St Buryan, Lamorna & Paul Parish Council

Minutes – 18 May 2026

Minutes of the Annual Meeting of St Buryan, Lamorna & Paul Parish Council held on Monday 18 May 2026 at 7.30pm at in the St Buryan Village Hall

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

In attendance: 1 Member of the public. Apologies had been received from Cornwall Councillor Marrington.

Officer support: Clerk/RFO.

1. **Election of Chair for 2026-27**
   Resolved – that Cllr Pascoe is elected as Chair of the Parish Council for the 2026/2027 Council Year.

2. **Chair Declaration of Acceptance of Office.**
   Cllr Pascoe signed the Declaration of Acceptance of Office.

3. **Election of Vice-Chair for 2026-27**
   Resolved – that Cllr Gough is elected as Vice-Chair of the Parish Council for the 2026/2027 Council Year.

4. **Vice-Chair Declaration of Acceptance of Office**
   Cllr Gough signed the Declaration of Acceptance of Office.

5. **To record absences and note apologies for absence.** No apologies received.
6. **Declarations of Interest:** No interests declared.
7. **Member Dispensations.** No requests for dispensations had been received.
8. **Public Speaking.** None.
9. **Cornwall Councillor reports.** No report.
10. **Reports from meetings of other organisations.** No report.
11. **Minutes of the meeting held on 20 April 2026**

    Resolved – 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.** Members noted the Clerk's update report circulated prior to the meeting.
13. **Council meetings 2026-27.**

    Resolved to agree the dates, time and venue/s for Ordinary meetings for the next municipal year 2026-27**,** as circulated prior to the meeting.

14. **Portfolio Holders 2026/27. C**overed in the items below.

15. **To review the following Committees with delegated authority and their membership:**

Resolved that Cllrs Gough, Corley-King, Wynter be appointed to the Staffing Committee for Council Year 2026/2027.

16. **To appoint representatives to working groups and organisations.**

Resolved that the following appointments were made:

- **a.** Emergency Planning working group – Cllrs Wilkin, Macis and Gough
- **b.** Amenities working group – Cllr Corley-King.
- **c.** Cemetery working group – Cllrs Pascoe, Corley-King, Thurstans, Wynter.
- **d.** Communications working group – Cllrs Gough, Groves, Stevenson.
- **e.** Environment working group – Cllrs Pascoe, Gough, Wynter.
- **f.** Finance working group – Cllr Macis, Corley-King.
- **g.** Highways working group – Cllrs Pascoe, Gough, Groves, Wynter.
- **h.** Public Rights of Way working group – Cllrs Pascoe, Thurstans, Wynter, Macis.
- **i.** St Buryan in Bloom – council rep: Cllr Corley-King.
- **j.** St Buryan Village Hall – council rep: Cllr Corley-King.
- **k.** Friends of St Buryan School – council rep: Cllr Corley-King.
- **l.** St Buryan Playing Field Association – council rep: Cllr Corley-King.
- **m.** Penwith CAP – Member and Deputy – Cllrs Gough and Stevenson.
- **n.** Police Liaison – council rep: Cllr Stevenson.
- **o.** Lamorna Village Hall – council rep: Cllr Wilkin.

17. **To review the Council's Standing Orders.** Noted, no changes needed at this time.

18. **To review the Council's Financial Regulations.** Noted, no changes needed at this time.

19. **To review the Council's Asset Register**

Resolved – that the revised Asset Register as at 19 May 2026 be approved, with one amendment, for insurance cost of cemetery shed to be amended to £1,000.

Resolved – that the revised insurable values be sent to Zurich with a request to quote for updated policy taking into account the revised values.

20. **To review the Council's arrangements for title deeds, leases.**

Noted – the existing arrangements.

Resolved to purchase a sign for Kew Pendra. Source from Contract Signs, local contractor to install (post and concrete).

21. **To review contracts for 2026/27**

- a. LMP Rights of Way maintenance. **Agreed** to continue the rolling contract for three year period.
- **b.** Waste Collection. **Agreed** to continue contract with Cornwall Council.
- **c.** Cleaning public toilets. **Agreed** to continue contract with Crystal Cleaning.
- **d.** Maintenance of Play Area – **Agreed** to continue to source maintenance and repair works from Derek Hughes and from SWPSI.
- **e.** General maintenance – **Agreed** to continue to source from Derek Hughes
- **f.** Toilets general maintenance – **Agreed** to continue to source from Ian Watling

g. Microsoft 365 licences and email support – **Agreed** to continue to source from Alchemy Systems (Western) Ltd. .

h. Website and email – provided by ICT Connect. **Agreed** to continue on the basis of monthly fee for website provision, annual fee for domain renewal.

22. To review the Council's insurance policy

Resolved – that Council notes the provisions in place for insurance cover until 1 October 2027.

23. Annual Meeting Business

a. **Resolved** 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. **Noted** 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.

a. **Applications**

i. PA26/02571 – 5 Parc An Peath, St Buryan – Construction of Balcony

Resolved – that the Parish Council has no objection to the application.

ii. PA26/03180 – Tresvennack Farm, Tresvennack, Drift, Penzance – Non Material Amendment in relation to Decision Notice PA16/01119 dated 8 June 2026, namely, alterations to previously proposed internal layouts, slight alterations to proposed door and window locations.

Resolved – that the Parish Council has no comment on this application.

iii. PA26/03182 – Tresvennack Farm, Tresvennack, Drift, Penzance – Listed Building Consent for minor alterations to Decision Notice PA16/01592 dated 13 April 2016 to previously proposed internal layouts, slight alterations to proposed door and window locations.

Resolved – that the Parish Council has no comment on this application.

b. **5 day planning protocol responses sent since the last Council meeting.** None.

c. **Cornwall Council decisions, April. Noted:**

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.** None.

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

a. **Resolved** - to approve the Year End Accounts and Earmarked Reserves for 2025/26

b. **Resolved** - to note the Year End bank reconciliation for 31 March 2026

c. **Resolved** - to approve the Fixed Asset Register as of 31 March 2026

d. **Received** the report from the Internal Auditor for 2025/26

e. **Resolved** - to complete and approve the Annual Governance Statement for 2025/26
f. **Resolved** - to approve the Accounting Statements for 2025/26
g. **Noted** the dates for the Publication of Notice of Public Rights
h. **Confirmed** there is no conflict of interest with External Auditor (BDO)
i. **Resolved** - to approve a schedule of regular payments for 2026/27
j. **Resolved** - 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. **Resolved** – no change to the current bank signatories (Cllrs Pascoe, Gough, Groves, Corley-King).

26. Amenities

a. Playground:

Cllr Thurstans reported that at an inspection visit last week, all was in good order.

Cllr Corley-King reported that St Buryan in Bloom had planted donated plants in two of the planters and that these plants would be maintained by St Buryan in Bloom in future.

Volunteer for June: Cllr Thurstans.

Members noted the Annual Safety Inspection report circulated prior to the meeting.

Resolved – to

1) Contact the Playing Fields Association to ask for an update on plans to take off the top section of the tall fencing which has been highlighted as an issue in the play area report.
2) Contact Mousehole football club, junior section. Can they remove their studs/football boots before playing on the play equipment. **Agreed** to purchase a sign from Contract Signs – 'change out of football boots before using the play equipment'
3) Contractor to be asked to fix the closing mechanism on the play area gate.

b. St Buryan Cemetery

Cllr Gough reported that he had met with SWW engineer on site and had identified the location of main water meter. It appears to be a shared supply, hence the meter on site. SWW will replace the main meter and had advised that it would be best to separate the cemetery supply from the boxing club supply.

Resolved – clerk to research paper records to try to find last invoice to / payment from the boxing club. It was reported that the arrangement had been to take meter readings and split the costs.

Agreed this to be an agenda item for the June meeting of the Council.

c. Defibrillator

Cllr Gough submitted the latest defibrillator check sheet to confirm that its checks are up to date. Cllr Pascoe confirmed that she had been trained in checking the St Buryan defibrillator.

d. St Buryan public toilets

Cllr Pascoe reported that nationally, the WI aim for this year was to improve health and social inclusion. The local WI were willing to consider offering some funding toward the refurbishment of the public toilets, suggesting provision of external CCTV.

Agreed in principle to accept an offer of funding towards a specific aspect of the public toilets refurbishment. Cllr Pascoe to continue to liaise with the St Buryan WI.

27. Environment, Highways and Rights of Way.

a. Loss of National Trust public toilets at Penberth Cove.

Cllr Pascoe reported on concerns that the public toilets at Penberth Cove might be closed by the National Trust (located in St Levan Parish but relevant to this parish). It was understood that the closure proposal would be reviewed by the National Trust at the end of the season, with provision for local fishers.

Cllr Pascoe will seek further information and report any updates when known.

28. Partnership working and consultations

a. Community Emergency Plan. No update on a Parish Council-led plan. It was noted that at Lamorna Village Hall steps had been put in place to improve community resilience in Lamorna. **Agreed** that the Community Emergency Planning Working Group

b. Cornwall Seascape Appraisal. **Noted.** Agreed that individual Councillors can send responses to the consultation in their own capacity.

29. Accounts and Governance

a. IT Matters.

i. To review the recent changeover of Councillor emails and new Microsoft 365 licences. **Noted** Cllr Gough will meet with Cllrs Groves to help set up the new system on device.

ii. Councillor IT:

- Discussed potential to set up a shared Council calendar on Outlook, for meetings, site visits, CAP meetings etc
- Agreed first to set up Sharepoint for sharing meeting documents.

b. Monthly finance reports and bank reconciliation

i. Noted income and approve expenditure for May

ii. Noted the Budget v Actual report

iii. Noted bank reconciliation for 31 May 2026

iv. Resolved – to approve the payments set out in the payments schedule, also approved the setting up of a Standing Order for monthly payment to Alchemy Systems (Western) and to pay an outstanding expenses payment to the previous Clerk.

Payee	**Purpose**	**Amount (inc VAT)**
To be paid by online bank payments		
Playsafety Ltd	Annual inspection – St Buryan play area	£114.00

Lamorna Village Hall	Hire of Lamorna Village Hall for parish council meetings (20 Jul, 19 Oct, 18 Jan, 19 Apr)	£80.00
Matthew Lowe Garden Services	Cemetery grass cutting	£344.00
Matthew Lowe Garden Services	Grass cutting (Comm. Hse, shop, memorial, Tower Lane)	£110.50
ICT Connect Ltd	Monthly website fee	£13.20
Crystal Clear	Cleaning – St Buryan public toilets (March)	£528.20
Scribe (Starboard Systems Ltd)	Scribe cemetery subscription	£24.00
St Buryan Village Hall Charity	Hall bookings – Feb, March 2026	£20.00
Alchemy Systems (Western) Ltd	M365 Licences, monthly – March 2026.	£71.76
Alchemy Systems (Western) Ltd	M365 Licences, monthly – April 2026.	£71.76
Staff costs, including salary, pension, NI, PAYE (April 26)		£1,577.29
L Clifton	Clerk's expenses April 2026	£58.40
Paid by Debit Card, regular payment		
Scribe (Starboard Systems Ltd)	Scribe accounts subscription	£42.00
Direct Debits		
Octopus energy	St Buryan toilets, electricity – April	£14.76
Standing Orders		
Alchemy Systems (Western) Ltd	Monthly email and MS Office 365 licences.	£71.76

c. Review of Policies. None.

30. **Correspondence**

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

31. Training. No requests for training received.

32. Agenda items for a future meeting

a. Any items deferred from this meeting

b. **Penberth toilets** [*Cllr Pascoe]*

c. **Website** (including Neighbourhood Plan pages) – Cllr Gough and Stevenson to carry out a review and report to Council

d. **St Buryan Public Toilets** *To consider quotes for repair works - Chair and Vice-Chair to consider the quotes prior to the meeting for report to Council.*

e. **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

Resolved: 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.

35. Quotes for play equipment

The Council had previously agreed the preferred contractor for provision and installation of a piece of play equipment to replace the roundabout, based on comparative quotes for replacement inclusive roundabout. Since then, due to costs, the Council had requested the contractor to quote for supply and installation of a multi-see-saw as a more cost effective solution, still with inclusivity provision. Quotes had been provided for three suitable pieces of play equipment.

Agreed – to query the delivery cost as it appeared excessive.

Resolved – to purchase the supply and installation of the Kompan inclusive multi-see-saw, to be funded from Reserves.

Meeting closed: 9.25 pm Signed by Chair: …….