

## MINUTES OF THE ANNUAL MEETING OF POUNDSTOCK PARISH COUNCIL HELD ON WEDNESDAY 14-MAY 2025

The Annual Meeting of Poundstock Parish Council was held on Wednesday 14-May 2025 at 7.00 p.m. in the Beach House, Widemouth Bay.

### 1. Election of Chair of the Council 2025/26.

Unanimously **RESOLVED** Cllr. Stephen Blake be elected for the municipal year 2025/26. **RECEIVED** the Chair's Declaration of Acceptance of Office. **189/25**

### 2. Election of Vice Chair of the Council 2025/26.

Unanimously **RESOLVED** Cllr. Michelle Carter be elected Vice-Chair. **RECEIVED** the Vice-Chair's Declaration of Acceptance of Office. **190/25**

### 3. To note persons present and receive apologies for absence:

In attendance were Cllr. Stephen Blake in the Chair and Cllrs. Michelle Carter, Pamela Idelson, Tom O'Sullivan and John Worth. **191/25**

Apologies were received from Cllrs. Eric Harris and Graeme Swatton.

Members of the public present 2.

### 4. Declarations of Interests: Cllr. Pamela Idelson PA25/02872.

**192/25**

### 5. Requests or Dispensation: None.

**193/25**

### 6. Appointment of Members to the role of Lead Councillors to the following Portfolios:

Cemetery and Closed Churchyard - **RESOLVED** Cllr. Eric Harris. **194/25**

Community Hall - **RESOLVED** Cllrs. Stephen Blake and Michell Carter. **195/25**

Finance and Internal Control - **RESOLVED** Cllrs. Stephen Blake and John Worth. **196/25**

Freedom of Informations Requests - **RESOLVED** Cllr. Tom O'Sullivan, on a temporary basis. **197/25**

Highways, Transport and Public Rights of Way - **RESOLVED** Cllr. Pamela Idelson. **198/25**

Planning - **RESOLVED** Cllr. Michelle Carter. **199/25**

Police Advocate and Emergency Procedures - **RESOLVED** Cllrs. Graeme Swatton and John Worth. **200/25**

Public Toilets, Car Park and Beach - **RESOLVED** Cllr. Stephen Blake and Michelle Carter. **201/25**

Planning Policy Liaison - **RESOLVED** that a new portfolio be created and Cllr. Tom O'Sullivan be appointed on a temporary basis. **202/25**

### 7. Appointment of Members to Neighbourhood Development Plan Steering Group:

**RESOLVED** Cllrs. Stephen Blake and Michelle Carter. **203/25**

### 8. Appointment of Members as delegates to outside bodies:

Community Area Partnership - **RESOLVED** Cllr. Stephen Blake. **204/25**

Gildhouse Management Committee - **RESOLVED** Cllr. Eric Harris. **205/25**

The Poundstock Packet Liaison - **RESOLVED** Clerk. **206/25**

### 9. Policy Review and Resolve to Adopt the following:

Standing Orders and Code of Conduct - **RESOLVED** to Defer. **207/25**

Financial Regulations - **RESOLVED** to **ADOPT**. Thanks were expressed to the Clerk. **208/25**

General Risk Assessment - **RESOLVED** to **ADOPT**. **209/25**

Publication Scheme - **RESOLVED** to **ADOPT**. **210/25**

Code of Practice for Handling Complaints - **RESOLVED** to **ADOPT**. **211/25**

Internal Control Practice - **RESOLVED** to **ADOPT**. **212/25**

Internal Control Guidance - **RESOLVED** to **ADOPT**. **213/25**

Information and Data Protection Policy - **RESOLVED** to **ADOPT**. **214/25**

Social Media Policy - **RESOLVED** to **ADOPT**. **215/25**

Grant Policy - **RESOLVED** to **ADOPT**. **216/25**

- 10. Public Open Session:** **217/25**  
A member of the public spoke to provide context on his upcoming planning application to be considered later in the agenda.
- 11. To resolve that the Minutes of the previous Full Council Meeting are an accurate record:**  
(a) Minutes of Full Council:  
**RESOLVED unanimously, that the Minutes of the Council Meeting held on 16-April 2025 were a true and accurate record and were signed by the Chair (1 abs).** **218/25**  
(b) Note any matters arising - None. **219/25**
- 12. Correspondence to discuss and resolve a course of action with any associated expenditure:**  
Correspondence schedule was reviewed and the following **NOTED.** **220/25**  
(a) 28/04/2025 The Hele Valley Trail, Marhamchurch.  
(b) 07/05/2025 Your Council's invitation to Planning Essential Training for Local Councils - June/July.
- 13. Planning Matters:**  
(a) Planning Applications to discuss and make a consultee comment:  
**PA25/02606** Proposal: Retrospective application for alterations to internal layout and doors and windows. Location: Penkerth, Long Park Drive, Widemouth Bay, Bude, Cornwall EX23 0AN.  
Following discussion, **it was unanimously RESOLVED to make No Objection.** **221/25**  
  
**PA25/02872** Proposal: Erection of an extension, following demolition of an existing extension, provision of a new chimney and other alterations and improvements to Trevissick Farmhouse, to now include demolition and rebuilding of the west wing of the farmhouse. Location: Trevissick, Poundstock, Bude, Cornwall EX23 0DG.  
**Following discussions, it was unanimously RESOLVED No Objection.** **222/25**  
  
**PA24/09752** Proposal: Proposed garage and storage building with access and turning space (part retrospective). Location: Land North of Coppathorne, Poundstock, Bude, Cornwall EX23 0DD.  
**Following discussions, it was unanimously RESOLVED to Strongly Object on the following grounds: The elevated position of the ridge line will result in a highly prominent and intrusive feature within the surrounding countryside as demonstrated by the construction of the main frame of the building prior to planning being obtained. Further, it's proximity to the AONB raises concerns about the impact on the protected landscape. Finally, it is noted that there are a number of building materials such as windows, doors, drainage etc which are incompatible with the application before us, also noted that this application is part retrospective due to the frame of the building having already been constructed. Therefore, PPC request that, should the planning officer agree with the objection, the applicant be instructed to make immediate arrangements to have the frame removed from the site.** **223/25**  
  
(b) To note any applications received from Cornwall Council by the time of the meeting: None. **224/25**  
(c) Planning Decisions – **NOTED** <https://www.poundstock-pc.gov.uk/planning-applications> **225/25**  
**PA25/01647** 5-Day Protocol. The Council having reviewed its previously submitted comments on application PA25/01647 - Proposed Dwelling, Land East of The Firs. Following discussion, it was unanimously **RESOLVED** to respond that the Council wishes to reaffirm its position and remains of the opinion that the application be referred to the Planning Committee for determination, accordingly, the Council supports Option 3. **226/25**
- 14. Finance to discuss and resolve a course of action with associated expenditure:**  
(a) To accept renewal quote from Zurich Insurance - **RESOLVED to ACCEPT quote and renew insurance.** **227/25**  
(b) To note income, banking and investment statements **NOTED.** **228/25**  
(c) To resolve to approve payment of outstanding accounts as per schedule.  
**RESOLVED unanimously, to make payments as scheduled.** **229/25**  
(d) To resolve that there is no conflict of interest for any Councillors regarding external auditor BDO and internal Auditor All Points Accountancy - **RESOLVED there are no conflicts of interest for any Councillor regarding BDO and All Points Accountancy.** **230/25**

15. Agenda items to discuss and resolve a course of action and associated expenditure:

To receive an update and consider next steps for a new hall for Poundstock - **It was RESOLVED that the Chair would circulate any planning conditions received in relation to the new Hall by email for comment, and, subject to no objections being raised, would give the Council's agreement to those conditions.** 231/25

(b) To receive an update and consider next steps for the public toilets - The Chair gave an update on the progress being made, confirming that the electrician is currently undertaking the work. 232/25

(c) To consider application for a burial plot - Following discussions, **it was RESOLVED to approve the request for a burial plot for a non-parishioner, given the historical connection to the parish, at the non-parishioner rate.** 233/25

16. To receive reports and authorise any action:

234/25

(a) Poundstock Ward Member's Report: Cllr. Chopak provided any update regarding the request of a memorial bench near the viewing point. She reported that Cornwall Council no longer permits the installation of new benches in new locations. However, they will consider the donation of a memorial bench if it is to replace an existing dedicated bench, noting there is a waiting list. She advised that the next community Area Partnership meeting will be the AGM, scheduled for 09-June 2025. There has been a noted increase in rural crime in the area. Cllr. Chopak also reported on issues at Treskinnick cross, where a Highways Officer has inspected the area of felled trees on the verge. The deterioration of the white lines at the junction has been recognised and will be treated as a priority. In addition, the directional signage in the car park has been inspected and is scheduled to be replaced.

(b) Chair's Report: The Chair gave a brief report and urged all members to ensure that their electoral expenses returns are completed and submitted within the required timeline.

(c) Clerk's Report: The Clerk gave a report, noting that the defibrillator signage is due to be delivered shortly, it was also reported that paint has kindly been gifted for the refurbishment of the telephone kiosk.

17. NDP Steering Group to receive reports and authorise any action and expenditure:

The Chair gave an update on the Neighbourhood Plan Development (NDP). **It was RESOLVED to reimburse the subscription cost for Survey Monkey in order to retain access to the data.** 235/25

18. Councils Representatives to receive reports from Outside Bodies: No reports.

236/25

19. Portfolio Reports to receive written reports and authorise any action and expenditure: None.

237/25

20. Co-option of Parish Councillors - **NOTED** three vacancies following the May elections, **RESOLVED to Fill the vacancies by Co-option.**

238/25

21. Items for Information: None.

239/25

22. Notification of meeting and suggested items for the agenda:

240/25

The next meeting will be held at the Gildhouse on 04-June at 7:00pm. Future suggested dates are 18-June, 02-July and 16-July.

s. PUBLIC BODIES (ADMISSION TO MEETINGS) Act 1960

During the meeting it may arise that publicity would be prejudicial to the public interest by reason of the confidential or special nature of the business to be transacted and the press and public will be instructed to withdraw. When this arises, the Chair will recommend to consider passing the following resolution; "to resolve that in view of the confidential or special nature of the business to be discussed, the public are excluded and instructed to withdraw - None.

241/25

24. Close the Meeting - Meeting Closed at 21:26.

242/25

## FINANCE SCHEDULE 14-MAY 2025

### BANKING AND INVESTMENT STATEMENTS

Current Account	Statement 17/04/2025	£89,006.37
Reserve Account	Statement 20/03/2025	£51,981.09
CCLA	Statement 30/04/2025	£90,637.25
Call Account	Statement 31/03/2025	£311,922.58

### INCOME

Arthur Bryant Funerals	Interment - Jones 03/04/2025	£100.00
<b>TOTAL INCOME 14/05/2025</b>		<b>£100.00</b>

### EXPENDITURE

Laurence Associates	Invoice Architects Invoice 39921	Services for New Hall (BACS)	£131.04
Starboard Systems Ltd	Invoice 10214 - 01-31 May 2025 (DD)		£50.40
T.J. Davies Ltd	Invoice Cleaning Public Toilets April 2025 (BACS)		£1,980.00
Zurich Municipal	Invoice 544041687	Insurance Renewal	£491.06
Staff Costs	Mth 2 (BACS)		£848.92
HMRC	PAYE/NIC Mth 2 (BACS)		£294.10
<b>TOTAL EXPENDITURE 14/05/2025</b>			<b>£3,795.52</b>