

## MINUTES OF ORDINARY MEETING OF POUNDSTOCK PARISH COUNCIL HELD WEDNESDAY 18-MARCH 2026

An Ordinary Meeting of Poundstock Parish Council was held on Wednesday 18-March 2026 at 7.00 p.m. at the Sunday School Room, Marhamchurch.

1. To note persons present and receive apologies for absence: 090/26  
In attendance were Cllr. Stephen Blake in the Chair and Cllrs. Michelle Carter, Eric Harris, Tom O’Sullivan, Liz White, John Worth and the Clerk.  
Apologies were received from Cllrs. Pamela Idelson and Graeme Swatton.  
Members of the public present 3.
2. Declarations of Interests: 091/26  
Cllr. Liz White - Agenda 9(a).
3. Requests for Dispensation: None received. 092/26
4. Public Open Session: No representations were made during the public open session. 093/26
5. To resolve that the Minutes of the previous Full Council Meeting are an accurate record:  
(a) Minutes of the Full Council:  
**RESOLVED, that the Minutes of the Ordinary Meeting held on 18-February 2026 were a true and accurate record and were signed by the Chair (1 abs).** 094/26  
(b) Note any matters arising - The Council noted that a query regarding responsibility for roadside fence maintenance following road improvements had been raised at the previous meeting. Cllr. Tom O’Sullivan had made enquiries and reported that responsibility rests with the adjoining landowners. 095/26
6. Correspondence to discuss and resolve a course of action with any associated expenditure:  
Correspondence schedule was reviewed and **NOTED.** 096/26  
11/03/2026 CALC Local Plan and Local Councils Involvement - Correspondence from CALC regarding Parish Council’s engagement in the emerging Local Plan was noted, acknowledging its potential implications for future planning policy affecting the parish.  
15/02/2026 British Gas - Correspondence from British Gas regarding changes to electricity prices was Noted, Clerk was authorised to secure the most favourable tariff before 31-March 26. 097/26
7. Planning Matters:  
Planning Applications to discuss and make a consultee comment:
- (a) Planning Applications to discuss and make a consultee comment:  
**PA26/00849** Proposal: Change of use from holiday let to unfettered dwelling (C3 use including holiday let).  
Location: Crackington Cottage Kennacott Court Holiday Cottages Bude Cornwall EX23 OND.  
Following discussions it was unanimously **RESOLVED to make no objection to application PA26/00849.** 098/26
- Cllr. Liz White declared an interest in PA26/01049 and took no part in the discussion or decision.*  
**PA26/01049** Proposal: Revised parking area and extension and alterations to existing dwelling.  
Location: Seascape Poundstock Bude Cornwall EX23 OAU.  
Following discussion it was **RESOLVED that the Council has no objection to the proposed extension and alterations, subject to the ownership issues relating to the track being satisfactorily resolved (1 abs).** 099/26
- PA26/01027** Proposal: Construction of an energy efficient self-build/custom-built home with variation of condition 2 of decision PA25/01530 dated 15.05.2025.  
Location: Land East of The Old Smithy Treskinnick Cross Bude Cornwall EX23 ODU.  
Following discussions it was unanimously **RESOLVED to make no objection to application PA26/01027.** 100/26

- PA26/01610** Proposal: Permission in Principle for one single dwelling (minimum 1, maximum 1).  
Location: Land East of Springfields Widemouth Bay Bude Cornwall EX23 0DE.  
Following discussions it was unanimously **RESOLVED to support application PA26/01610.** **101/26**
- PA26/01373** Proposal: Revised parking area, loft conversion, extension and alterations.  
Location: St.Michaels Combe Lane Widemouth Bay Bude Cornwall EX23 0AA.  
Following discussions it was unanimously **RESOLVED to make no objection to application PA26/01373.** **102/26**
- (b) To note any applications received from Cornwall Council by the time of the meeting: None. **103/26**
- (c) Planning Decisions – **NOTED** <https://www.poundstock-pc.gov.uk/planning-applications>  
PA25/04531 The Council requested an update on the progress of this application, and the Clerk was instructed to make enquires. **104/26**
8. Finance to discuss and resolve a course of action with associated expenditure:
- (a) To note income, banking and investment statements - **NOTED.** **105/26**
- (b) To resolve to approve payment of outstanding accounts as per schedule.  
**RESOLVED unanimously, to make payments as scheduled.** **106/26**
9. Agenda items to discuss and resolve a course of action and associated expenditure:
- (a) To receive an update and consider next steps for a new hall for Poundstock - The Chair advised that project costs are currently under review, and the grant consultant is awaiting confirmation of costs before progressing further. **107/26**
- (b) To receive an update and consider next steps for the public toilets - The Chair reported the the contractor Was awaiting improved weather conditions before commencing building works. Concerns have been noted regarding the roof, which will be surveyed with a report to be provided to the Council. A quotation for the summer cleaning of the pubic toilets was received following advertisement on the Council's website; **it was unanimously RESOLVED to award the contract to T.J. Davies, this being the only tender received.** **108/26**
- (c) To review the appointment of Cllr. Tom O'Sullivan as Assistant Clerk, appointed to undertake tasks delegated by the Clerk, following the initial six month period agreed by the Council (Min Ref. 264/25) - Cllr. Tom O'Sullivan reported that he had valued the opportunity to contribute in the role. The Chair expressed support for Cllr. O'Sullivan and thanked him for his work. It was **RESOLVED unanimously that he continue in this role for an indefinite period.** **109/26**
- (d) To consider the Council's arrangement for the security and management of electronic data in accordance with Assertion 10 the Annual Governance Statement, and to resolve to adopt the Cyber Security and Electronic Data Policy - **It was unanimously RESOLVED to adopt this policy.** **110/26**
- (e) To consider and resolve to adopt the Document Retention Policy - **It was unanimously RESOLVED to adopt this policy.** **111/26**
- (f) To consider and discuss the Emergency Procedure Policy - Cllr. John Worth reported on his initial review of emergency procedures, noting the scale and complexity of the work required and that clarification is needed from Cornwall Council on requirements. It was agreed that the Clerk would work with Cllr. Worth to progress this matter. **112/26**
- (g) To review any updates on Viewing Point North Car Park - Cllr. Tom O'Sullivan advised that Cornwall Council has voted to implement the proposed charges at the North Viewpoint car park, with the first hour free before charges apply. He suggested the Parish Council monitor these arrangements and review them in

- 12 months. 113/26
10. To receive reports and authorise any action: 114/26  
Poundstock Ward Member's Report: Cllr. Nicky Chopak was unable to attend and gave her apologies.
- (b) Chair's Report: The Chair reported that he had attended the CAP meeting focused on young people, which was well attended, and had also met with the NDP Chair. He advised that he had written an article for the Poundstock Packet outlining progress on the new community hall, including completion of the land purchase at Bangors Cross and advancement of technical drawings. He also provided an update on Cornwall Council's works at Widemouth Bay car park as part of the Making Space for Sand project, and ongoing improvement works to the public toilets, including refurbishment, structural and a roof survey.
- (c) Clerk's Report: The Clerk reported having attended the Cemetery Management Course requested approval to attend a follow-on two-day course covering Exclusive Rights of Burial at a cost of £160.00 plus vat. It was **RESOLVED that the Clerk attend this course.** 115/26
- (d) Assistant Clerk's Report: The Assistant Clerk reported that there were no matters to update the Council.
11. NDP Steering Group to receive reports and authorise any action and expenditure:  
The Chair reported that the Regulation 15 submission had been made, as per the documents circulated to members. Due to time constraints, the submission was made between meetings. **It was unanimously RESOLVED that the Council ratify the decision to submit Regulation 15 documentation.** 116/26  
The Chair thanked the NDP Chair Matthew Blows, for the considerable work undertaken to meet the deadline. **It was further unanimously RESOLVED to authorise expenditure of up to £2,000 plus VAT for NDP consultancy support through to the referendum stage, to enable the process to progress efficiently.** 117/26
12. Council Representatives to receive reports from Outside Bodies: No reports were presented. 118/26
13. Portfolio Reports to receive written reports and authorise any action and expenditure: 119/26  
Churchyard and Cemetery Portfolio: Cllr. Eric Harris reported that the memorial bench for Toby James Roberts in the cemetery is deteriorating in condition. The Clerk was instructed to inspect the bench and take appropriate action in accordance with the Council's Memorial Bench policy.
14. Co-option of Parish Councillors: David Barton submitted an application to be co-opted to the Council and was in attendance at the meeting. **Following consideration of his application it was unanimously RESOLVED to co-opt David Barton to the Council. Members welcomed him to the Council.** 120/26
15. Items for Information: Cllr. John Worth spoke about the potential benefits of artificial intelligence. 121/26
16. Notification of meeting and suggested items for the agenda: 122/26  
The venue for future meetings was discussed and it was agreed to return to the Gildhouse, subject to availability, for the summer months. The next meeting will be held at the Gildhouse, subject to availability, on Wednesday 15-April at 7pm, preceded by the Annual Parish Meeting at 6:30 pm.
17. 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. 123/26
18. Close the Meeting - Meeting Closed at 20:58. 124/26

## FINANCE SCHEDULE 18-MARCH 2026

### BANKING AND INVESTMENT STATEMENTS

Current Account	Statement 27/02/2026	£39,479.55
Reserve Account	Statement 20/02/2026	£2,659.74
CCLA	Statement 28/02/2026	£53,809.02
Call Account	Statement 28/02/2026	£323,829.59

### INCOME

**TOTAL INCOME 18/03/2026** **£0.00**

### EXPENDITURE

Cornwall ALC Limited	Inv. 2526-969 Code of Conduct Training Cllr. Idelson (16/02/26) BACS	£30.00
Laurence Associates	Inv. 40887 Architectural Services (28/02/26) BACS	£725.76
Form Consulting ENG	Inv. 01552 Building Control Package (28/02/26) BACS	£552.00
Starboard Services Ltd	Invoice 16822 01 to 31 Mar (01/03/26) DD	£50.40
Source for Business	Inv. 6093355221 06-Dec 25 - 04-Mar 26 Public Toilets (04/03/26) BACS	£1,167.43
Source for Business	Inv. 6093356497 24-Dec 25 to 04-Mar 26 Cemetery (04/03/26) BACS	£19.03
British Gas Business	Invoice 854485243 02-Feb to 01-Mar 26 Public Toilets (09/03/26) BACS	£128.02
Marhamchurch MCC	Invoice for Room Hire 18-Mar 26 (12/03/26) BACS	£30.00
Tree Fella Southwest	Inv. 1629 LMP - PROW & SWCP 2026 (12/03/26) BACS	£4,560.00
Tree Fella Southwest	Inv. 1630 Public Toilets Grass Cutting (12/03/26) BACS	£504.00
Crystal Clear	Invoice 44 Window Cleaning Public Toilets (16/03/2026)	£59.00
T.J. Davies Cleaning	Invoice Cleaning Public Toilets March 2026 BACS	£1,320.00
Staff Costs	Mth 12 BACS	£875.72
HMRC	PAYE/NIC Mth 12 BACS	£305.94

**TOTAL EXPENDITURE 18/03/2026** **£10,327.30**