

## MINUTES OF ANNUAL MEETING OF POUNDSTOCK PARISH COUNCIL HELD WEDNESDAY 20-MAY 2026

The Annual Meeting of Poundstock Parish Council was held on Wednesday 20-May 2026 at 7.00 p.m. at the Gildhouse, Vicarage Lane, Poundstock.

### 1. Election of Chair of the Council 2026/27

**Unanimously RESOLVED Cllr. Stephen Blake be elected for the municipal year 2026/27.** 156/26  
Received the Chair's Declaration of Acceptance of Office.

### 2. Election of Vice-Chair of the Council 2026/27

**Unanimously RESOLVED Cllr. Michelle Carter be elected for the municipal year 2026/27.** 157/26  
Received the Declaration of Acceptance of Office.

### 3. To note persons present and receive apologies for absence: 158/26

In attendance were Cllr. Stephen Blake in the Chair and Cllrs. Michelle Carter, David Barton, Eric Harris, Tom O'Sullivan, Liz White and the Clerk.

Apologies were received and accepted from Cllrs. Pamela Idelson, Graeme Swatton and John Worth.  
Members of the public present 1.

4. Declarations of Interests: None received. 159/26

5. Requests for Dispensation: None received. 160/26

### 6. To Appoint Members to the role of Lead Councillors to the following Portfolio's:

Cemetery and Closed Churchyard - Cllr Eric Harris

Community Hall - Cllrs Stephen Blake and Michelle Carter

Emergency Procedures - Cllrs John Worth and David Barton

Finance and Internal Control - Cllrs Stephen Blake and John Worth

Highways, Transport and Public Rights of Way - Cllr Pamela Idelson

Planning and Enforcement - Cllrs Michelle Carter and Liz White

Planning Policy - Cllrs Tom O'Sullivan and John Worth

Police Advocate - Cllr. Graeme Swatton

Public Toilets, Car Park and Beach - Cllrs Stephen Blake and Michelle Carter

**It was RESOLVED unanimously to approve the portfolio allocations as presented.** 161/26

### 7. To confirm appointment of members to the Neighbourhood Development Plan Steering Group:

**It was unanimously RESOLVED to appoint Cllrs. Stephen Blake and Michelle Carter.** 162/26

### 8. To confirm appointment of Members as delegates to Outside Bodies:

Community Area Partnership - Cllr. Stephen Blake

Gildhouse Management Committee - Cllr. Eric Harris

Making Space for Sand - Cllr. Stephen Blake

The Poundstock Packet - Clerk Mrs. Lynn Pluess

**It was RESOLVED unanimously to approve delegates to outside bodies as presented.** 163/26

### 9. Policy Review: To review and consider re-adoption of the Council's existing policies as listed below:

Standing Orders

Financial Regulations

Code of Conduct

General Risk Assessment

Publication Scheme

Code of Practice for Handling Complaints

Internal Control Procedure

Internal Control Guidance

Information and Data Protection Policy  
Social Media Policy  
Grant Policy

**It was RESOLVED unanimously to re-adopt the above polices.** 164/26

10. Public Open Session: A member of the public addressed the Council regarding the licence application of Widemouth Bay Cafe. At the Chair's discretion, Agenda Item 15(c) was brought forward on the agenda to allow consideration at that stage of the meeting, however for ease of reference, the minutes remain recorded in agenda order. 165/26

11. 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 15-April 2026 were a true and accurate record and were signed by the Chair (1 abs).** 166/26

(b) Note any matters arising - Cllr. Tom O'Sullivan spoke regarding the North Viewpoint Car Park and the possibility of investigating whether the site may be eligible to be registered as an Asset of Community Value, it was agreed that Cllr. O'Sullivan would make further enquiries into the matter. 167/26

(c) Minutes of the Annual Parish Meeting:

**RESOLVED, that the Minutes of the Annual Parish Meeting held on 15-April 2026 were a true and accurate record and were signed by the Chair (1 abs).** 168/26

12. Correspondence to discuss and resolve a course of action with any associated expenditure:

Correspondence schedule was reviewed and **NOTED**. 169/26

12/05/2026 Widemouth Bay Car Park Improvements 2026.

13. Planning Matters:

Planning Applications to discuss and make a consultee comment:

(a) Planning Applications to discuss and make a consultee comment: None received. 170/26

(b) To note any applications received from Cornwall Council by the time of the meeting: None. 171/26

(c) Planning Decisions – **NOTED** <https://www.poundstock-pc.gov.uk/planning-applications> 172/26

14. Finance to discuss and resolve a course of action with associated expenditure:

(a) To receive and note year end financial review and internal controls 2025/26 **NOTED** 173/26

(b) To receive and accept renewal quote from Zurich Municipal Insurance - **RESOLVED unanimously to accept the renewal quote.** 174/26

(c) To receive and note the financial report, including income, banking, investments and financial controls - **NOTED** 175/26

(d) To resolve to approve payment of outstanding accounts as per schedule - **RESOLVED unanimously, to to make payments as scheduled.** 176/26

(e) To resolve that there is no conflict of interest for any Councillors regarding external auditor BDO and internal auditor All Points Accountancy Ltd - **RESOLVED unanimously to state that there is no conflict of interest with either BDO and All Points Accountancy Ltd.** 177/26

15. 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 reported that progress is being made in achieving cost reductions for the construction of the new community hall. 178/26

(b) To receive an update and consider next steps for the public toilets - Following discussion of Urizap treatment products for odour control in the gentlemen's toilets, **it was unanimously RESOLVED to complete an application for a credit account with the supplier and to place an order for one batch of the product.** 179/26

The Council considered the provision of a nappy disposal unit for the baby changing room. Following

discussion, **it was unanimously RESOLVED to enter into a rental and servicing agreement with South West Hygiene Ltd for the supply and servicing of a nappy disposal unit at a cost of £130.74. The proposed services schedule had been recommended by the supplier and it was agreed that the frequency of servicing would be monitored and reviewed if required.** **180/26**

The Chair reported that the new showers are functioning well and that favourable comments have been received from users, who are pleased with this improvement.

(c) To review any updates on View Point North Car Park (Cllr. Tom O’Sullivan) - Members noted the response from Marhamchurch Parish Council, which recognised the importance of the North Viewpoint Car Park to the local wider community but advised that it was not currently in a position to pursue the matter. Following discussion, it was **AGREED** that Cllr. Tom O’Sullivan would investigate the possibility of applying for the site to be registered as an Asset of Community Value and report back to the Council for further consideration. **181/26**

(c) To consider the premises licence application for Widemouth Bay Cafe submitted to Cornwall Council, note the public concerns raised during the public participation session at the previous meeting, and ratify the submission of the Council’s response form to Cornwall Council Licensing - **It was unanimously RESOLVED to ratify the submission of the Council’s response form to Cornwall Council Licensing.** **182/26**  
**It was unanimously RESOLVED that the Chair be the allocated speaker at the Licensing Committee hearing in respect of the premises licence application for Widemouth Bay Cafe and represent the Council in presenting its representation.** **183/26**

16. Cemetery Matters to receive reports and authorise any action or expenditure:

(a) To consider an application for the proposed purchase of a grave space and resolve any action required - Members noted the discussion held at the previous meeting and it was **RESOLVED to approve the burial of Mr. Palmer in Poundstock Cemetery.** **184/26**

(b) To consider adoption of Cemetery Delegation Policy and Scheme of Delegation to the Clerk pursuant to Section 101 Local Government Act 1972 and to resolve any action required - The Council considered the proposed Cemetery Delegation Policy and Scheme of Delegation to the Clerk. Following discussion, **it was unanimously RESOLVED to approve and adopt the Scheme of Delegation, delegating routine cemetery administration to the Clerk.** **185/26**

17. To receive reports and authorise any action: **186/26**

Poundstock Ward Member’s Report: Cllr. Nicky Chopak reported that the next CAP meeting would be held on 08-June 2026 in Camelford, attendance available both in person and online. She advised that Leigh Frost Leader of Cornwall Council would be making an informal visit to the Bude area and would confirm the date and time to enable Councillors to attend when visiting Poundstock. Cllr. Chopak also reported that she had been re-elected Chair of Cornwall Council’s Adult Social Care and Health Overview Scrutiny Committee.

(b) Chair’s Report: The Chair reported that a hedge on the Coast Road had been cut back to an earth bank. Concerns had been raised regarding the extent on the works, and the matter had been reported to the appropriate authority. He also advised that he had been invited to attend a ‘Conversation for Chairs’ event in Bodmin, with Cllr. Leigh Frost, Leader of Cornwall Council, and Ben Maguire MP, providing an opportunity for Parish Council Chairs to engage directly with senior local and national representatives.

(c) Clerk’s Report: The Clerk reported the Council’s VAT reclaim for 2025/26 had been submitted to HMRC. The Clerk also advised that she had received an invitation from the Poundstock Packet to attend editorial meetings, providing an opportunity to strengthen communication and engagement between the Council and local community.

(d) Assistant Clerk’s Report: The Assistant Clerk reported that no response had yet been received from the

Information Commissioner's Office regarding its pending decision.

18. NDP Steering Group to receive reports and authorise any action and expenditure:  
Cllr. Stephen Blake provided an update on the Neighbourhood Development Plan. Members were advised that the Plan was progressing towards Regulation 16 and that consultation notices supplied by Cornwall Council were being prepared for display within the parish. **187/26**
19. Council Representatives to receive reports from Outside Bodies: No reports were presented. **188/26**
20. Portfolio Reports to receive reports and authorise any action and expenditure:  
Churchyard and Cemetery Portfolio: Cllr. Eric Harris enquired whether the chair previously identified as requiring attention had been attended to. The Clerk confirmed that the matter would be progressed. **189/26**
21. Co-option of Parish Councillors: It was noted that there is one casual vacancy, and no further applications have been received to date. **190/26**
22. Items for Information: None. **191/26**
23. Notification of meeting and suggested items for the agenda:  
Date of next meeting Wednesday 17-June 2026 at the Gildhouse. **192/26**
24. 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. **193/26**
25. Close the Meeting - Meeting Closed at 20:57. **194/26**

## FINANCE SCHEDULE 20-MAY 2026

### BANKING AND INVESTMENT STATEMENTS

Current Account	Statement 29/04/2026	£50,390.80
Reserve Account	Statement 20/03/2026	£2,808.72
CCLA	Statement 30/04/2026	£54,156.67
Call Account	Statement 30/04/2026	£326,167.64

### INCOME

Funeral Partners	Interment - Palmer (27/04/26)	£500.00
Cornwall Council	CIL April 26 (05/05/26)	£5,906.61

**TOTAL INCOME 20/05/2026 £6,406.61**

### EXPENDITURE

Zurich Municipal	Inv. 554849464 Insurance (06/04/26) BACS	£606.59
SLCC	Membership Fee 2026 (23/04/26) BACS	£200.00
Paul Libretto	Invoice 26/04/26 Public Toilets New Showers (BACS)	£2,550.00
Red Smart	Invoice 9216 Public Toilets Signage (26/04/26) BACS	£62.40
Paul Libretto	Invoice 27/04/26 Public Toilets Emergency Repairs BACS	£50.00
Laurence Associates	Inv. 41077 Architectural Services (30/04/26) BACS	£383.40
British Gas	Inv. 14716208 01-Apr to 01-May 26 Public Toilets (01/05/26) BACS	£134.80
Starboard Services Ltd	Inv. 18445 01 to 30 May (01/05/26) DD	£50.40
Robin Beagle	Inv. 346 Public Toilets Emergency Repairs (01/05/26) BACS	£50.00
Crystal Clear	Inv. 2 Window Cleaning Public Toilets (12/05/26) BACS	£59.00
T.J. Davies Ltd	Inv. 014 Cleaning Public Toilets May 2026 (12/05/26) BACS	£2,220.00
Staff Costs	Mth 2 BACS	£853.72
HMRC	PAYE/NIC Mth 2 BACS	£327.94

**TOTAL EXPENDITURE 20/05/2026 £7,548.25**