

## **DRAFT MINUTES**

At a future meeting the council will consider the accuracy of these minutes so they may be subject to change. Please check the minutes of the next meeting to confirm whether or not they have been amended

### **Minutes of a Tywardreath and Par Parish Council Meeting held on 6<sup>th</sup> March 2025 at 7pm at the Methodist Church, Tywardreath**

**Present** Cllrs C Wildish (Chairman), Cllr Hazeldean, Cllr Hughes  
Cllr Nicholls, Cllr Phillips, Cllr Taylor, Cllr Truscott and  
Cllr A Wildish

**In attendance** The Parish Clerk, Sally Vincent

**24/133 To receive and accept apologies for absence**  
Cornwall Cllr A Virr

#### **24/134 Declaration of Interests**

1. Pecuniary – None
2. Non Registerable – None
3. Dispensations – Cllr Hughes has been granted a dispensation by the Parish Clerk in any matters pertaining to allotments, effective until 2025.

**24/135 Public Questions**  
None.

#### **24/136 Minutes of the Meeting held on 6<sup>th</sup> February 2025**

It was proposed by Cllr Hughes, seconded Cllr Truscott and RESOLVED that the minutes be approved and signed by the Chairman.

**24/137 Matters arising from the minutes not on the Agenda – for report only**  
None

#### **24/138 To receive the Cornwall Councillor's Report**

Cllr Virr had emailed to confirm that he had no significant issues to report

#### **24/139 To receive reports from Parish Council Representatives**

Luxulyan Valley Partnership Cllr Phillips reported that she had attended a recent meeting of the Terms of Reference Working Group. The Partnership was reviewing its Terms of Reference and had appointed a Working Group to come up with draft proposals. However, a complaint about this had been received from a member of the public who had said that the process had not been inclusive enough and was not democratic. The lady considered that Parish Councils should have input and decisions should not be made based on individual opinions. Cllr Phillips confirmed that a response had been sent to the complainant emphasising that the Working Group was simply tasked to come up with draft proposals and that the draft produced would then have to go to the Partnership for final approval.

**24/140 To receive and note any minutes from Parish Council Committees**

Planning – noted  
Finance – no report

**24/141 Correspondence**

Correspondence had been electronically circulated to members and was ‘left on the table’ for Councillors attention.

**24/142 Accounts for Approval**

Cllr Hughes proposed, Cllr Phillips seconded and it was RESOLVED that payment of accounts totalling £2028.18 be approved.

**24/143 Resolutions from Councillors**

None.

**24/144 Allotments**

Cllr Hazeldean reported that she had undertaken a walkabout of the allotments with Kevin Rouse to help her understand any ongoing issues and any that may arise. The Parish Clerk confirmed that there had been some changes in the allotment tenancies and there were now 3 vacant plots at the Lower Poldrea site. There was nobody on the waiting list. Clearance on vegetation in the public areas at all four sites had been undertaken, although there was more to do at the Woodland Avenue site. There were also some large trees on the boundary of the Woodland Avenue site that may need attention at some point.

**24/145 Devolution**

The devolution of Vine Place and Polmear Orchard was ongoing. The Parish Clerk confirmed that she had approved the Heads of Terms with Cornwall Council and was now waiting for the final documents from CC for submission to Stephens-Scown.

Members discussed the formation of a Working Group to explore options for the potential development of both sites at some length, with some feeling that it would be better to wait until after the elections to do so and some feeling that it should be formed immediately. Cllr Hazeldean felt that early formation would allow the Group to explore funding options with the Community Capacity Fund before the current application window closes. Members noted that funding was available for feasibility studies and it was suggested that it might be preferable to encompass other sites in the parish, rather than just Vine Place/Polmear Orchard. Following debate Cllr C Wildish proposed, Cllr Hughes seconded and it was RESOLVED that a Working Group should be formed immediately to initially explore options for the potential development of both Vine Place and Polmear Orchard, although it was recognised that the options for Polmear Orchard could be limited. Cllr representatives would be Cllr C Wildish, Cllr Nicholls, Cllr Hazeldean and Cllr Truscott. Three members of the public would be co-opted on to the Group at the April Council meeting and members agreed to identify potential candidates for consideration. The Parish Clerk cautioned that the non-Councillor members would have to be prepared to complete a Register of Interests and reminded the meeting that a Working Group has no power to commit expenditure, its

role is primarily to collect information, which could include consulting with the public, identifying and preparing grant applications (although these would need to be approved by Council and submitted by the Parish Clerk) and making recommendations to Council. If desired specific TOR's could be agreed for the Working Group at the April Council meeting. The Working Group would be Chaired by a Councillor and whilst formal minutes would not be required notes should be kept and agreed at the following meeting.

#### **24/146 Arrangements for Annual Parish Meeting**

It was agreed that the devolution of Vine Place and Polmear Parc should be included on the agenda and hopefully members of the public would attend and share their thoughts on possible future uses/management at both sites.

Cllr C Wildish agreed to source coffee, tea and biscuits for the evening and timings were agreed as Planning @ 6.00pm followed a short Council meeting and the Annual Parish meeting @t 7pm.

#### **24/147 Request for Funding**

Whilst members were fully supportive of PL24, concerns were voiced about the proposed siting of their equipment store given the amount of petty crime currently being experienced in the parish. It was felt that there were other potential sites that could possibly be utilised and where security would be improved. Cllr C Wildish undertook to explore this with PL24 before a decision was made about a donation so the agenda item was deferred to the April meeting.

#### **24/148 Election Arrangements**

The Parish Clerk confirmed the following timetable

Wednesday 6<sup>th</sup> November 2024. Casual vacancies no longer to be filled via election.

Friday 14<sup>th</sup> March 2025. Publish of notice of election and candidate packs available. Pre-Election Period (formerly "purdah") begins.

Wednesday 2<sup>nd</sup> April, 4pm. Deadline for submission of candidate nomination papers. Deadline for withdrawals of nomination

Thursday 3<sup>rd</sup> April, 4pm. Publish of statement of persons nominated no later than 4pm

Wednesday 23<sup>rd</sup> April. Publish of notice of contested polls Notice of Uncontested Election issued if applicable

Thursday 1<sup>st</sup> May. Polling day. Pre-Election Period ends at 10pm when polls close.

Tuesday 6<sup>th</sup> May, 2025. Change of Council - Former Cllrs term ends, new Cllrs begin. Earliest point for issuing summons for Annual Council Meeting Point at which any remaining vacancies can start to be filled via co-option

Monday 13<sup>th</sup> May to Tuesday 20<sup>th</sup> May (inclusive). Period where Annual Council Meeting must take place. Declaration of Acceptance of Office to be signed before Annual Council Meeting.

Thursday 29<sup>th</sup> May. Deadline for return of election expenses forms.

Deadline to submit Register of Disclosable Pecuniary Interests

Wednesday 5<sup>th</sup> November. Deadline for Code of Conduct training to have been completed by all Councillors.

**24/149 Parish Councillors Reports**

Cllr Nicholls was writing some transport articles.

Cllr A Wildish was looking at the Emergency Plan in relation to updating it.

He would present any amendments to Council in due course.

Cllr C Wildish reported that two of the three toilets at Par Beach were now open following the vandalism

**Date of Next Meeting**            3<sup>rd</sup> April 2025 following the 6pm Planning Meeting  
Annual Parish Meeting, 3<sup>rd</sup> April 2025 @ 7pm

**Meeting Closed**                8.11pm