



**Minutes of the Meeting of Stoke Climsland Parish Council
held in the Parish Hall at 7pm on
Monday, September 15, 2025**

1. **a. To note councillors present**
Cllrs S Ross (chair); R Davies (vice chair); S Cazaly; B Lightfoot; C Smith; M Williams and M Howlett. Also in attendance: Cllr A Parsons; S Cleave, clerk and one member of public. 9/1
- b. To accept apologies**
Cllr D Crawley – unwell; Cllr B Langsford – holiday. 9/2
- c. To note other absence**
Cllr T Selwood. 9/3
2. **Declarations and Dispensations**
 - a. Disclosable pecuniary interests – none
 - b. Non-registerable interests – none
 - c. Declaration of gifts – none
 - d. Applications for dispensations – none 9/4
3. **Minutes – council meetings of July and September 2025**
 - a. To approve the minutes of the council held on July 21, 2025**
Councillors resolved to approve the minutes.
**Proposed: S Cazaly Seconded: C Smith Votes: Six in favour,
one abstention** 9/5
 - b. To note the minutes of the Neighbourhood Development Plan sub committee meeting held on September 1, 2025**
These were noted by councillors. 9/6
 - c. To note the minutes of the Carbon Zero sub committee meeting held on September 1, 2025**
These were noted by councillors. 9/7
4. **Public session**
No comments. 9/8
5. **Planning**
 1. Applications for comment
PA25/04817 – Listed Building Consent to install standard amenities, repair or replace fabric, add single-storey lean-to extension. Chapel Cottage, Stoke Climsland.

Councillors resolved to support the application, with a note to look into using double glazing / adequate insulation.

Proposed: R Davies

Seconded: S Cazaly

Votes: Unanimous 9/9

2. Decisions to be noted

The following decisions were noted:

PA25/05742 – Prior notification of agricultural or forestry development for a short section of track to join two existing tracks which form the main network of woodland

infrastructure is proposed. Land at SX375736 Stoke Climsland PL17 8LD

PRIOR APPROVAL NOT REQUIRED

PA25/00432/PRE – Pre application advice for construction of new detached dwelling house on garden with access to the highway. Mincarolo, Beals Mill, Stoke Climsland

CLOSED – ADVICE GIVEN

PA25/00621/PRE – Pre-application advice for development of up to 350 dwellings (inc a proportion of affordable and self-build homes), food retail unit, with associated accesses, landscaping, open space and infrastructure. Land South East of junction of A390 and A388 Saltash Road, Callington

CLOSED – ADVICE GIVEN

PA25/00421/PRE – Pre application advice for construction of new detached dwelling house on garden with access to the highway. Mincarolo, Beals Mill, Stoke Climsland

CLOSED – ADVICE GIVEN 9/10

3. For information

None.

9/11

6. **Footpaths – to receive a report from the footpath group**

No report.

9/12

7. **Report from Cornwall Councillor Adrian Parsons**

Cllr Parsons reported that the Minor Injuries Unit at Launceston Hospital has reopened, a couple of weeks earlier than planned. The Cornwall Partnership NHS Trust are holding meetings to lay the foundations for a new service in Launceston. The MIU is open from 8am to 8pm Monday to Saturday. The 20mph roll out information has been sent out regarding Stoke Climsland, Downgate and Lockett. Comments can be fed back. There was another tragic accident on the A388. Cllr Parsons has a meeting with Highways officials to review what is being done to improve road safety there and to push for further improvement and speed reductions along certain sections. Cllr Lightfoot asked if there could be 'accident hotspot' signs erected – Cllr Parsons will check with Oliver Jones. Cornwall Council has called for nation status so that decisions about local services and investment in Cornwall's economy are made in the county. A petition is now open online for those interested, Cllr Parsons submitted a motion

to prevent the wholesale sell off of Cornwall farms – this has been referred to Cabinet. 9/13

8. Finance

a. To approve the August payment schedule

Payment – August	Amount
S Cleave – clerk’s salary (inc HMRC PAYE)	As per contract
Suzanne Cleave – Microsoft annual subscription	£84.99
Husband Tree & Grounds Maintenance – grass cutting tender	£2,880.00
Suzanne Cleave – storage box	£9.99
Suzanne Cleave – clerk’s mileage	£18.90
Stuart Cazaly – sack truck (approved at July meeting)	£63.99
Ruby Ingleheart Creative Studio – illustrations for Retrofit guide	£1,200

Councillors resolved to approve the payment schedule.

Proposed: S Cazaly Seconded: C Smith Votes: Unanimous 9/14

b. To approve the September payment schedule

Payment – September	Amount
S Cleave – clerk’s salary (inc HMRC PAYE)	As per contract
S Cleave – clerk’s mileage	£21.60
Stoke Climsland Parish Hall CIO – storage space (Jan 1 2025 to June 30, 2025)	£260.00
Duchy of Cornwall – Venterdon allotments rent (March 2025 to September 2025)	£30.00
The Old School – room hire – NDP meeting September 1	£7.50
BDO LLP – annual audit	£378.00

Councillors resolved to approve the payment schedule.

Proposed: B Lightfoot Seconded: M Howlett Votes: Unanimous 9/15

c. To note the cash flow to date

This was noted by councillors and signed by Cllr Williams and Cllr Ross. 9/16

d. To discuss the purchase of an office printer

Councillors resolved for the clerk to purchase a printer and paper up to £250.

Proposed: B Lightfoot Seconded: S Cazaly Votes: Unanimous 9/17

e. Volunteer for finance scrutiny for the next meeting

Cllr Smith.

9/18

9. Correspondence

The following correspondence was noted: Road closure notification – road from Martins Nest to junction north of Trehill Cottage, Downgate (September 8 to September 15, 24 hours); Saltash Tunnel updates; Ben Maguire MP surgery information; CRCC community roadshow information. 9/19

10. **Peninsula Transport**

Cllr Davies said there is no public transport to hospital, and a taxi to Derriford would cost £80. He felt this would fall under projects in advance for the council. Cllr Ross said it could be looked at annually by the finance committee. Cllr Howlett said there is currently the charity fund for school education, the payment for the Rural Digest and various other finance streams. The council can signpost also. Cllr Davies suggested it be the responsibility of a councillor to monitor the charity fund people.

Proposed: M Howlett Seconded: R Davies Votes: Unanimous 9/20

11. **20mph roll out**

Cllr Ross said she attended the Zoom meeting. She said when people get off the bus from Venterdon to Duchy, it is currently a 60mph limit, but they are looking to continue the speed restrictions. Cllr Lightfoot asked when they put the signs on hedges, can they ensure it is in a location wide enough for vehicles to get past, as there have been incidents of vehicles clipping signs in gateways. She also asked if a 20mph sign could be painted on the road. It was agreed that the 20mph restriction should start above Lockett Hill Farm and Lockett Hill Cottages, where the current 30mph starts. Cllr Lightfoot also felt that traffic calming measures were inappropriate for rural areas due to noise levels. The clerk will relay the comments to Cornwall Council. 9/21

12. **Unskilled Workers Policy**

Cllr Davies highlighted the need for volunteers to be supervised. If they work on certain equipment, for example, they would need to be qualified to use the equipment. The clerk will look into the council insurance and what courses are available and bring back to the October meeting. 9/22

13. **Code of Conduct training**

It was proposed to enrol councillors on the November 17 Code of Conduct online training.

Proposed: R Davies Seconded: B Lightfoot Votes: Unanimous 9/23

14. **Bus update**

Councillors received an update on the reinstatement of the No 12 bus. 9/24

15. **Kissing gate**

Councillors received correspondence on proposed works to install new kissing gates. Everyone was happy with the plans. 9/25

16. **Lower Downgate bus stop replacement flowerbox**

Councillors received a report on the flowerbox project and expressed thanks for the work carried out. They felt Joe Lawrence had done a great job and resolved that the remaining funds be used for plants.

Proposed: R Davies Seconded: S Cazaly Votes: Unanimous 9/26

17. Neighbourhood Development Plan

Cllr Davies explained that the plan had moved to the next stage and the Section 14 public consultation. This will be a six-week exercise, during which time people will be able to make comments. There have been some additions recommended, which Steve Foster is including within the plan, mainly tweaking. The plan is to run this from the last week of October to early December. Two drop-in sessions have been proposed – Thursday, November 20 in the evening and Saturday, November 19 from 10am to 12 noon at the Old School. To accompany this, an 8-page booklet will be provided to every household in the community. The only way to do this is by post, which will incur a cost. Cllr Davies said there is currently a budget of approximately £3,500, in earmarked reserves. Some of this is needed to pay Steve, and so there may be a cost to the council. There is a concern that the council needs to move on this and avoid any of the referendum costs. Any updates will be fed back to the parish council. **9/27**

18. Post Office consultation

Councillors had received paperwork relating to the Post Office consultation. There is a 10-minute survey that individuals are encouraged to complete. It was resolved for Cllrs S Ross, R Davies and M Williams to meet to formulate a reply. Comments must be sent before the October 5 deadline.

Proposed: S Cazaly Seconded: B Lightfoot Votes: Unanimous 9/28

19. Cornwall Air Ambulance grant request

While councillors felt they were not able to give public funds, the clerk will speak with the charity to ask how the council can organise a collection. **9/29**

20. CPR/defib training

The clerk will contact SWAFT to ask for available dates that a CPR/defib training session can be held. **9/30**

21. Support letter for Stoke Climsland Parish Hall

This will be left on the table. Cllr Howlett gave an update on some works that have taken place at the parish hall, including a new kitchen. **9/31**

22. Quality Council

Cllr Davies spoke about Quality Council status, which is now called LCAS. At the October meeting, the council will discuss this status, the council website, gov.uk emails and a publicity officer. **9/32**

23. Tamar to Moor CAP meeting

Cllr Davies provided councillors with a written report prior to the meeting. **9/33**

24. **Publicity / Comms Officer**
This was deferred until the October meeting. 9/34
25. **CFG Facilities Group**
This was deferred until the October meeting. 9/35
26. **SCARPER**
This was deferred until the October meeting. 9/36
27. **Training**
This was deferred until the October meeting. 9/37
28. **Asset Management Group update**
This was deferred until the October meeting. 9/38
29. **Work Plan**
- a) Play Areas – working party – Cllr Cazaly will provide a report to the clerk on play equipment for the next meeting. 9/39
 - b) Carbon Zero Committee
Cllr Davies reported that the Retrofit Guide is ready to print, with a print run of 2,500 copies. Plans are underway for an official launch. With regards to EV charging, it was decided the most appropriate next step was to formulate a survey. Carbon Zero sub committee meetings are planned to take place on the first Monday of each month, the next being October 6. 9/40
 - c) Footpath working group – no report. 9/41
30. **Items for next agenda**
Tamar Valley National Landscape update; Remembrance Service / wreath.
31. **Date and time of next meeting**
The next two meetings will be held on **Monday, October 20th** and **Monday, November 24th**, both with a 7pm start.

The meeting closed at 9.10pm.