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CHACEWATER PARISH COUNCIL

Minutes of the Regular Parish Council Meeting 21 October 2026

In Attendance: Cllr James Godolphin (Chair) {JG}, Cllr Daniel Martin (Vice Chair) {DM}, Cllr John Carley {JC}, Cllr Rachel Sutton {RS} and Cllr Michael Bruce {MB}, Chris Ring (Parish Clerk/RFO) {PC}. and Cllr Christina Heller {CH} from item 4
Members of the public were in attendance {MoP}

1. No apologies for absence were received from Members.

2. No declarations of interests were received.

3. Co-option: The Council considered the co-option of Mrs Christina Heller to fill a vacant seat on Chacewater Parish Council, following her previous interview with the Council. Miss Heller was unanimously co-opted. The relevant declaration and co-option paperwork was issued for completion.
RESOLVED that Miss Christina Heller be co-opted to Chacewater Parish Council.

4. Public Question Time: Members of the public spoke on various items.
Vicky Thomas addressed the Council on behalf of a Woodturners group, who need to vacate their current premises by April 2027. The group has approximately 80 members, around 40 of whom actively use the workshop, and is seeking suitable premises of ideally around 60m², although it would consider smaller accommodation. Members were asked to help circulate details and identify potential premises. It was suggested that an article be placed in What's On in Chacewater over the next two to three months.

Representatives connected with the Acland Farm planning application provided an update. The proposal continues to include a floating cover, with Cube proposed to capture gases for use in generating electricity on the farm. The Council confirmed that it was awaiting further information from the planning officer, including clarification of National Highways' comments, before arranging a public meeting. The Council reiterated that it was not the determining authority and wished to provide an opportunity for residents' concerns to be heard once the outstanding information was available.

5. Minutes of Previous Meetings
5.1 The minutes of the Council meeting held on 30 September 2026 were approved as a correct record and the Chair was authorised to sign them. RESOLVED.
5.2 The minutes of the June and July 2026 meetings were not yet complete and were deferred.

6. Cornwall Councillors Report: No report was available. An apology from the Cornwall Councillor was understood to have been received.

7. Clerks Report

The Council received the Clerk's report and noted the following updates:

• Defibrillators: The units had been checked and fitted with replacement preparation packs. Bleed kits were being obtained. A further volunteer guardian was sought to help check units following notification of use.

• Website: The planning widgets were working. Access to the wider community website remained outstanding.

• Public toilets: Plumbing and electrical issues had been addressed, including the hand dryer. Water consumption had reduced substantially. The solar panels on the roof required cleaning and checking following previous tripping issues.

• WI Hall key safe: A replacement key safe had been installed and instructions circulated to known hall users.

• Sport England grant: Goalposts had been purchased and the final sign-off completed. Just over £10,000 of unspent grant funding was to be returned; Sport England had indicated that the Council could reapply when the project was ready to proceed.

• Moles had been seen on the football field and were encroaching towards the bowling green. A pest-control contractor was being sought.

• WI Hall bookings and invoices: Records were largely up to date.

• Local Maintenance Partnership (LMP): The invoice for the current year had now been submitted to Cornwall Council, with approximately £4,500 expected. One further cutting job was anticipated within the agreed budget. The Clerk would aim to invoice at the start of future years.

• Bus shelter: Three panels were damaged near Truro Tractors. A revised quotation would be obtained, but the work was not considered urgent.

• Civility and Respect Pledge: The Council believed the pledge had previously been agreed. The Clerk would locate the minute reference and add the pledge logo to the Clerk's email signature; Members were invited to do likewise.

• CCTV: Footage had been reviewed following a report of damage to a motorcycle near the phone box. One camera needed its angle adjusted to improve the view of a door; the Chair offered to provide step ladders.

The Council noted the report

8. Finances

8.1 Payments: The Council reviewed the payments listed in Appendix One, including costs relating to the toilet repairs, access ramp works and annual insurance. The payments were approved and the relevant authorisation/signatures completed.

RESOLVED that the payments listed in Appendix One be approved.

8.2 Finance Committee report: The Council received the Finance Committee report.

Members supported holding an informal public drop-in at the WI Hall on a Saturday before the next Full Council meeting to explain the financial position and the reasons a significant precept increase may be necessary. The precept decision would remain with Full Council. The Clerk would check dates and arrange the consultation ahead of the meeting on 25 November 2026.

8.3 Insurance: The Council considered the Clear Insurance renewal. Members agreed that the renewal represented a reasonable increase on the previous year and supported a full review of the insurance arrangements on a three-year cycle.

RESOLVED that the Clear Insurance renewal be accepted for payment at the end of the month and that the Council adopt a three-year insurance review cycle, with the next full review to be undertaken next year.

8.4 Internal audit 2026/27: Members discussed concerns that previous internal audit work may not have provided sufficient scrutiny of governance and supporting records. The Council supported a more rigorous approach, including internal checks and sample tracing of transactions and records. The proposal to appoint Aalgaard Renshaw Business Solutions Ltd as internal auditor was put forward. The Clerk would contact the proposed auditor to discuss a mid-year review and guidance on the audit approach.

RESOLVED that Aalgaard Renshaw Business Solutions Ltd be appointed as the Council's internal auditor for the 2026/27 financial year.

9. Emergency Plan.
The Council noted that a community Emergency Plan meeting was scheduled for Saturday 21 November at the Village hall. The existing plan had been located but contained out-of-date contact details and had not been republished. Members discussed whether the plan was owned by the Parish Council or a separate community-led emergency response group. Further work was required to establish responsibility for maintaining, endorsing and publishing the plan. It was agreed that the matter would be reviewed at the next Council meeting.
Members were encouraged to attend the community meeting. The matter would be brought back to Council after the meeting so that the future arrangements and any resource or budget implications could be considered. In the interim, the website should make clear that the plan is community-led and under review, rather than presenting the outdated document as a current Council-owned plan.

10. Correspondence: No additional items than those discussed in other items.

11. Highways and public rights of way.
The Clerk reported on a recent meeting with the Highways Manager. Members discussed congestion and parking near the junction by the shop, including vehicles parked close to the junction, difficulty passing when buses or opposing traffic were present, and concerns about safety at busy times. The Highways Manager had indicated that extending double yellow lines would require a Traffic Regulation Order (TRO), consultation and supporting evidence, with an indicative TRO cost of £5,000–£10,000. Members discussed gathering video or observational evidence, consulting residents, and exploring Community Area Partnership (CAP) funding. It was also noted that several small schemes might be capable of being grouped within one TRO. No final decision was made to proceed; further evidence, costs and consultation options were to be explored.
Members also discussed repeated damage to a bollard near the junction. No alternative design or location was agreed.

The Council discussed the anticipated review by Cornwall Council of its weed-management approach, including the possible use of glyphosate. Members noted the strong community opposition to the previous process and agreed to coordinate a response with neighbouring councils once the relevant documents were issued.

12. Car Park / Toilet –
12.1 Plumbing and electrical issues: The Clerk reported that the toilet repairs had been completed and the facilities appeared to be working correctly. Water consumption was being monitored.
12.2 Car park signs: Members were broadly content with the proposed wording but requested that the design be recirculated with the correct Council logo and earlier feedback taken into account. Once the design was approved, an on-site meeting would be arranged to agree the sign sizes and locations.

13. Recreation Ground / Centre
13.1 Access ramp: The contractor was booked to start on Monday 2 November 2026. Hardcore delivery and levelling were planned for that day, followed by concrete shuttering and pours on Tuesday and Wednesday. Volunteers would then help tidy the area once the concrete had cured. Members discussed the need for a barrier or chicane at the roadside end to reduce the risk of children running directly into the road; a timber option was favoured for further consideration. The stonework finish at the roadside edge remained subject to available funds.

13.2 Building inspection: (RS) had contacted MBA Consulting following a site visit and requested a site plan identifying the foundations, cladding and internal timbers that needed to be exposed for inspection. Historical reports and project documents had been located and would be reviewed to see whether they could assist the inspection. The (RS) would resend the document links and investigate whether access could be maintained without the links expiring.

14. Charity and Trusts – Status, Trustees and Management
The Clerk reported that the previous trustees had been removed from the relevant records, except for John Carley, and that James Godolphin and Daniel Martin had been added. The Clerk would add the remaining Councillors. Once the records had been updated, the Council would consider the next steps for the trusts and the options for future management.

15. St Paul's Churchyard – Annual Contribution
It was RESOLVED that the Council make the £450 contribution towards the maintenance of St Paul's Churchyard for the current year and continue to make an annual contribution of £450 in future years.

16. Planning Applications
16.1 To consider the following planning applications and determine the Council's comments.

PA26/05518: Proposal Listed Building Consent for a proposed single storey rear extension and repointing of walls to front of property: Location 23 Fore Street Chacewater Truro Cornwall
PA26/05517: Proposal Proposed single storey rear extension and repointing of walls to front of property Location 23 Fore Street Chacewater Truro Cornwall

RESOLVED to support applications PA26/05518 and PA26/05517, with a comment encouraging green-energy measures.

16.2 No additional planning applications requiring a response before the next meeting were raised.
16.3 No planning decisions were noted.

17. Councillors Reports and Items for Future Agenda:
Members noted a sustainability and borders event at the Church on Saturday 31 October 2026. The event link would be circulated.
Members were encouraged to continue promoting the remaining Parish Council vacancies.

18. Exclusion of the Press and Public
It was RESOLVED to pass the following resolution.
That, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the remainder of the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

19. Staffing Matters
The Council received a report from the Staffing Committee who had met before this meeting.

The Council discussed recruitment for the WI Hall cleaner role. The post was expected to require approximately one hour of cleaning per week. Members discussed advertising the role, including through the Council's Facebook page, Nextdoor and free job-posting websites, and benchmarking an appropriate hourly rate.

The Clerk left the meeting.
The Council discussed the arrangements for the employment of a permanent Clerk.

20. Close of Meeting
The meeting closed at 9 pm.
The next regular meeting of the Council was scheduled for Wednesday 25 November 2026.

Chacewater Parish Council

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
112	Repairs & Maintenance	22/10/2026	october 2026	CA1		Signage	Amazon EU SARL	S	5.79	1.16	6.95
114	Repairs & Maintenance	22/10/2026		CA1		hose	Amazon EU SARL	S	13.32	2.66	15.98
113	Defib	22/10/2026	october 2026	CA1		Deffib Kits	Amazon EU SARL	S	21.65	4.33	25.98
105	Clerk Expenses	22/10/2026	oct 26	CA1		Clerk Expenses Q3	Chris Ring	X	154.15		154.15
106	Play Areas Inspections	22/10/2026	oct 26	CA1		Play Area Inspections	SWPSI	S	81.66	16.33	97.99
101	Repairs & Maintenance	22/10/2026		CA1		Public Toilet Repairs	DHR Plumbing and Heating	X	435.85		435.85
103	Building costs	22/10/2026	Oct 26	CA1		Ramp Works	TH Deuce	S	1,237.50	247.50	1,485.00
104	Website hosting & internet cost	22/10/2026	oct 26	CA1		Domain Renewal	Recoded Solutions	S	50.00	10.00	60.00
111	Repairs & Maintenance	22/10/2026	october 2026	CA1		Key Safe	Screwfix	S	58.05	11.61	69.66
107	Defib	22/10/2026	Oct 26	CA1		Bleed Kits	Ronnie Richards Charity	X	59.90		59.90
102	Defib	22/10/2026	Oct 26	CA1		Defib Fitting	JJ Electrical	S	158.00	31.60	189.60
100	Training	22/10/2026	Oct 26	CA1		Training	Cornwall ALC Limited	S	35.00	7.00	42.00
99	Play Areas - Rent (Twelvehead:	22/10/2026	October 2026	CA1		Annual Rent	Tregothnan	X	100.00		100.00
108	Insurance	27/10/2026	oct 26	CA1		Annual Insurance	Clear Insurance Manageme	X	1,638.61		1,638.61
110	Salaries	30/10/2026	October 2026	CA1		Staff Salary	Richard Northey	X	406.52		406.52
109	Salaries	30/10/2026	october 2026	CA1		Staff Salary	Chris Ring	X	1,754.24		1,754.24
								Total	**6,210.24**	**332.19**	**6,542.43**