



A-barth Onan Hag Oll! Representing One and All

REPORTS FOR JULY 2026 MEETING



A-barth Onan Hag Oll! Representing One and All

PROTOCOL FOR DEALING WITH PLANNING APPLICATIONS DURING AUGUST

Decision Required:

To agree the reported protocol.

Report:

As Members are aware, there will be no meeting in August. Financial matters will be dealt with later in the agenda and it is hoped that the only other item that may have to be dealt with is the submission of consultee comments on planning consultations, within the specified timescale. We do, of course, now have an agreed procedure of voting by e-mail should the need arise due to exceptional circumstances.

I therefore suggest that in order for the applications to be considered at the September meeting, an extension of time for submission is requested from the relevant planning officer. If an extension is **not granted** the following protocol is adopted:

1. Non-contentious Applications: powers be delegated to the Planning Portfolio Holder and one other Councillor, depending upon availability, to prepare a response to Cornwall Council on behalf of the Parish Council, with their recommendations being reported to the September meeting of the Parish Council for ratification.
2. Contentious Applications: I suggest that a suitable response be agreed by means of an e-mail vote.

Any decisions made will be reported to the September meeting for ratification.

J E Richards
Clerk
July 2026



Clerk's Report for Meeting on 21st July 2026

9.1 Council's Current Financial Position

Decision Required:

To note the Council's current financial position.

The Council's financial position as at 30th June 2026 are detailed in the attached appendices:

- Summary Report
- Bank Reconciliation
- Reserves Balance

9.2 Authorisation of Payments for July & August 2026

DECISIONS REQUIRED:

To authorise the payment of invoices received, direct debits & regular payments due for the period , 18th June to 15th September 2026. Voucher No's: 41 – 53 Total: £7221.15 (Net).

REPORT:

The attached Payments Awaiting Authorisation Reports dated 16th July 2026 details all invoices received, or payments made since the meeting held on 16th June 2026. Vouchers 41 – 53 total amount payable: £7221.15 (Net)

Explanatory Notes (where applicable)

Voucher No	Details
42	Details the water invoice paid at end of June, for the amount of £865.87, this was an error on the account due to a change over of water meters and incorrect meter reading recorded. This payment is to be refunded.
45 & 46	Details the Clerk's Salary & HMRC Payment for July 2026.
47	Details the payment for the Environmental Maintenance Contract payable in 12 equal payments

Authorisation is also required for the following regular Direct Debits, Salary & Contract Payments for August 2026.

Corona Energy	Electricity Wellness Hut
Everflow:	Water Rates
Suez:	Waste Collection
Clerk's Salary	
Contractor Monthly EMC Payment	

9.3 To consider request from Citizens Advice for Donation.

DECISION REQUIRED:

To consider / authorise a donation to Citizens Advice.

The annual statistic report for Stithians is attached to this report. You are asked to consider whether or not to donate to this organisation.

9.4 Parish Council Representation at the CALC EGM

DECISION REQUIRED

To agree representation at the CALC EGM to be held online on 23rd July at 10:00hrs to consider amendments the CALC Articles of Association. Voting rights to be authorised.

Notification of the Cornwall Association of Councils (CALC) EGM was received and shared with Members on the 7th July 2026. The purpose of the EGM is to approve the proposed amendments to the Articles of Association as detailed in the email.

9.5 Resignation of Cllr Phil Blease allocation of appointments/ positions of responsibility:

DECISION REQUIRED:

To allocate the following appointments / positions of responsibility:

- Vice Chair
- Portfolio holder for Planning
- EMC Meeting attendance – monthly, Tuesday morning
- Council Representative (with voting rights) Community Area Partnership – Quarterly.
- Council Representative (with voting rights) Mining Villages Regeneration Group (MVRG) - Quarterly
- Public Relations Officer
- Social Media & Facebook
- Council Representative at the Geothermal Plant Liaison Meetings – ad hoc, usually held at 8.30 a.m.

**Jane E Richards.
Clerk / RFO,
July 2026**

Stithians Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

Bank Reconciliation at 30/06/2026			
A	Cash in Hand 01/04/2026		149,270.47
	ADD Receipts 01/04/2026 - 30/06/2026		57,614.89
	SUBTRACT Payments 01/04/2026 - 30/06/2026		206,885.36
			24,135.46
	Cash in Hand 30/06/2026 (per Cash Book)		182,749.90
B	Cash in hand per Bank Statements		
	Petty Cash 30/06/2026	0.00	
	Lloyds Current Account (Treasurer: 30/06/2026	1,567.21	
	Lloyds Instant 30/06/2026	181,182.69	
			182,749.90
	Less unrepresented payments		
			182,749.90
	Plus unrepresented receipts		
B	Adjusted Bank Balance		182,749.90
A = B Checks out OK			

Stithians Parish Council
Reserves Balance
2026-2027

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Playing Field Development	578.80	3,000.00			3,578.80
Tennis Court Fencing	11,016.27				11,016.27
Albert Collins Community Hub	65,230.26	23,692.82		993.35	89,916.43
Legacies	10,572.37				10,572.37
Community Fund	424.42				424.42
Institute Fund					0.00
Contested By-Election	4,145.00				4,145.00
Fingerposts	1,120.00				1,120.00
CIL Receipts	4,631.61			2,449.28	7,080.89
KCC Event 2023					0.00
Donations for Play Equipment A	460.37				460.37
Scarecrow Festival				518.83	518.83
Benches for Parish					0.00
Enhanced LMP	2,672.50		130.00		2,542.50
Stithians Football Club Pitch M:	2,667.00				2,667.00
Pavilion Project CC Grant					0.00
Total Earmarked	103,518.60	26,692.82	130.00	3,961.46	134,042.88
TOTAL RESERVE	103,518.60	26,692.82	130.00	3,961.46	134,042.88
GENERAL FUND					48,707.02
TOTAL FUNDS					182,749.90

Stithians Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
41 Admin Expenses	23/06/2026		Lloyds Current Accol	Visa Debit	Postage	Royal Mail	S	3.17	0.63	3.80
42 Water & Sewage Toilets	17/06/2026		Lloyds Current Accol	Direct Debit	Water Charges	Everflow	Z	865.87		865.87
43 Admin Expenses	21/06/2026		Lloyds Current Accol	Cheque	Land Registry CT (1) Applicatio	HM Gov UK (Land Registry	X	40.00		40.00
44 Waste Collection	24/06/2026		Lloyds Current Accol	Direct Debit	Waste Collection	Suez	S	76.94	15.39	92.33
45 Clerks Salary NETT	15/07/2026		Lloyds Current Accol	BACS	Clerks Salary Nett	Clerk / RFO	X	1,622.54		1,622.54
45 Clerks Working from Home MLC	15/07/2026		Lloyds Current Accol	BACS	Clerks Salary Nett	Clerk / RFO	X	26.00		26.00
46 Clerks HMRC Employer	15/07/2026		Lloyds Current Accol	BACS	Clerks HMRC Payment	HMRC	X	241.67		241.67
46 Clerk HMRC Employee	15/07/2026		Lloyds Current Accol	BACS	Clerks HMRC Payment	HMRC	X	405.60		405.60
47 EMC Highway Verge Maintenan	22/07/2026		Lloyds Current Accol	EMC Monthly Payr	Environment Management Con	Tyrone Martin	X	147.41		147.41
47 EMC Haverigg Cemetery Mainte	22/07/2026		Lloyds Current Accol	EMC Monthly Payr	Environment Management Con	Tyrone Martin	X	63.17		63.17
47 EMC Litter Clearance	22/07/2026		Lloyds Current Accol	EMC Monthly Payr	Environment Management Con	Tyrone Martin	X	188.12		188.12
47 EMC Cresslow Fields Grass Cutti	22/07/2026		Lloyds Current Accol	EMC Monthly Payr	Environment Management Con	Tyrone Martin	X	93.42		93.42
47 EMC Cresslow Fields Caretaking	22/07/2026		Lloyds Current Accol	EMC Monthly Payr	Environment Management Con	Tyrone Martin	X	80.36		80.36
47 EMC Longdowns Bus Shelter Cl	22/07/2026		Lloyds Current Accol	EMC Monthly Payr	Environment Management Con	Tyrone Martin	X	31.59		31.59
47 EMC Footpath Maintenance	22/07/2026		Lloyds Current Accol	EMC Monthly Payr	Environment Management Con	Tyrone Martin	X	359.71		359.71
47 EMC Toilet Cleaning	22/07/2026		Lloyds Current Accol	EMC Monthly Payr	Environment Management Con	Tyrone Martin	X	257.02		257.02
47 EMC Meadows Cemetery Me	22/07/2026		Lloyds Current Accol	EMC Monthly Payr	Environment Management Con	Tyrone Martin	X	209.33		209.33
47 EMC Closed Churchyard Mainte	22/07/2026		Lloyds Current Accol	EMC Monthly Payr	Environment Management Con	Tyrone Martin	X	115.82		115.82
47 EMC Lower Churchyard Mainte	22/07/2026		Lloyds Current Accol	EMC Monthly Payr	Environment Management Con	Tyrone Martin	X	94.76		94.76
47 EMC Weed Treatment	22/07/2026		Lloyds Current Accol	EMC Monthly Payr	Environment Management Con	Tyrone Martin	X	64.88		64.88
47 EMC Cresslow Fields Hedge Trir	22/07/2026		Lloyds Current Accol	EMC Monthly Payr	Environment Management Con	Tyrone Martin	X	36.85		36.85
47 EMC Cleaning of Notice Board	22/07/2026		Lloyds Current Accol	EMC Monthly Payr	Environment Management Con	Tyrone Martin	X	10.28		10.28
47 EMC Maintenance of Speed Sig	22/07/2026		Lloyds Current Accol	EMC Monthly Payr	Environment Management Con	Tyrone Martin	X	62.12		62.12
47 EMC Playing Field Hedge Trimm	22/07/2026		Lloyds Current Accol	EMC Monthly Payr	Environment Management Con	Tyrone Martin	X	52.64		52.64
47 EMC Playing Field Grass Cuttin	22/07/2026		Lloyds Current Accol	EMC Monthly Payr	Environment Management Con	Tyrone Martin	X	539.76		539.76
47 EMC Playing Field Caretaker	22/07/2026		Lloyds Current Accol	EMC Monthly Payr	Environment Management Con	Tyrone Martin	X	779.14		779.14
48 Electricity for Footpath Lightin	09/07/2026		Lloyds Current Accol	BACS	Electricity Stithians Bowling Clu	Stithians Bowling Club	L	100.02	5.00	105.02
49 Postage	06/07/2026		Lloyds Current Accol	VISA DEBIT CARD	Postage	Royal Mail	E	1.55		1.55
50 Admin Expenses	09/07/2026		Lloyds Current Accol	VISA DEBIT CARD	New Laptop	ebuyer	S	484.16	96.83	580.99
51 General Maintenance	01/07/2026		Lloyds Current Accol	VISA DEBIT CARD	General Maintenance	Booker Ltd	S	36.66	7.33	43.99
52 Toilets - Electricity	03/07/2026		Lloyds Current Accol	Direct Debit	Electricity - Toilet (Wellness Hu	Corona Energy	L	54.18	2.71	56.89
53 Waste Collection	16/07/2026		Lloyds Current Accol	Direct Debit	Waste Collection	Suez	S	76.41	15.28	91.69
Total								7,221.15	143.17	7,364.32

+ Vouchers!

54 - Bank Charges - £4.67

55 - Royal Mail - £0.91

56 - Playground inspection £304.20



NOTES OF ENVIRONMENTAL MANAGEMENT CONTRACT PROGRESS MEETING –Tuesday 14th July 2026

Decisions required:

1. To agree content, actions and associated expenditure detailed in notes.

2. To agree that EMC Meetings are held on the 2nd Tuesday of each month, except August & December and held in the Stithians Centre

Present: Cllr H Downing, Cllr J Thomas, Cllr W Oakley-Moore, J. Richards – Clerk, T. Martin – EMC Contractor

ITEM	ISSUE	Person Responsible	Action	UPDATES	
1	Skateboard Park				
2	Playing Field				
	Safety Surface		Cracked / Raised in areas	To consider replacing all damaged safety surface in play area.	03/03/26
	Space Net		Operational issues reported to suppliers, no date yet of inspection	To chase Sovereign and confirm inspection date.	14/07/26
				Repair completed; however problem persists, ground / surface movement seen at all fixing points. Video taken to be sent to Sovereign. Also request how to deal with weeds / grass growing on / through surface.	
	Footpath around tennis court		Requires trimming	To trim and cut back	
4	Footpaths & Open Spaces				
	Footpath 53 (Mill Lane)		Surface damaged Existing drainage blocked / overgrown	Reported to Countryside Access, On list for Enhanced LMP 26/27. To obtain quotes in advance	14/07/26
		J Richards			ELMP approved Work scheduled to start late August / September Clerk to confirm and submit application for closure of footpath.

ITEM	ISSUE	Person Responsible	Action	UPDATES	
	Footpath 25	JR	To write to Wildlife Trust to gauge interest / support in any future discussion regarding footpath through to Kennal Vale	02/02/2026	Meeting held 12/05/26, Very productive. JR to investigate ownership of piece of land CWT to open informal discussion with landowners to gauge support. Report for full Council
	Footpath 10	JR	To contact Countryside Access and request stile is removed	14/07/26 <i>VA</i>	Request sent, waiting for update Landowner blocked T M from cutting footpath 10, reported to Countryside Access – to contact landowner.
	Footpath 33/2	T Martin	To remove blockage and leave wood piled up on site.		
	Footpath Works from Councillor Walks	T Martin	To carry out post repairs / installation & placing of Waymarkers as identified in reports		
	Tregolls Common		To propose that a site visit is arranged to assess current position and consider next steps.	14/07/26	Item to be removed Agenda item at full council
5	MSAS				
6	War Memorial	JR	To contact Warnes for quote for maintenance to lettering and cleaning. <i>work completed</i>	14/07/26	Remains outstanding.

ITEM	ISSUE	Person Responsible	Action	UPDATES
	Granite Sign Meadowside	JR	To add to Warnes programme of works	
7	Bus Shelter Opposite Spar	T. Martin	Wooden beams require treating	
8	Meadowside			
	Boundary Wall	T. Martin	Boundary wall at car park end requires tidying up.	
9	Highways			
	Parking double yellows lines	J Richards	Parking enforcement action? Discuss with J Thomas at liaison meeting.	14/07/26 Highways Manager Liaison Meeting to be arranged, to include request from resident for additional 'children walking' sign J Thomas aware of problem, to discuss with enforcement. Also consider with EOI bid for Community Highways Fund. Confirmed that our EOI Bid has progressed to costing stage.
10.	General Maintenance			
	Carpark – black rubbish bin	J Richards	To contact football club to request removal. <i>Removed</i>	

Scarecrow Competition 2026

Income

	<u>BACS</u>	<u>Cash</u>	<u>Card Machine</u>
Sale of entry forms- Spar	150.00		
Sponsorship	100.00	100.00	
SEG Return	517.85		
Sale of Maps - Saturday		321.00	107.00
Sale of Maps- Sunday		186.30	172.00
Donation from Refreshemnts		10.00	
Total Income	767.85	617.30	279.00
			1,664.15

Sum up from Bank account 274.37

Expenditure

Prize money- Scarecrows	250.00
Prize money - Guess the name	25.00
Rosettes	42.40
Card fee	4.63
Total Expenditure	317.40
	4.63
	322.03

Paid by Susan and reimbursed from cash

Profit

1,342.12 ✓

Cash to bank

	<u>299.90</u>
Cricket Club	
Defib Group	
	671.06
	671.06
	50p
	20p
	10p
	5p
	0.1
	299.9
	210
	14
	68
	6
	1.6
	0.2
	0.1
	299.9

Notes

£2

£1



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Request from Football Club for permission to install temporary toilet facilities and consideration for the siting of a portacabin on the playing field to provide changing facilities

Decisions Required:

- 1. Whether to permit the siting of a Portaloo on the playing field.**
- 2. Whether to permit the installation of a portacabin on the sports field**

REPORT:

The following requests have been received from Stithians Football Club:

We are seeking your permission to site a portaloo on the playing field.

The Piran League have added to their requirements that toilet facilities need to be close to the pitches where matches are played, and while we have access to both the cricket club changing facilities and public toilet across the road, both are some distance from the pitches.

We wanted to ask if we can site a portaloo close to the pitch, ideally either by the side of the storage sheds for security, or close to the fencing for the old pavilion for use at home match days. We would find, clean and maintain the portaloo and it would be locked and secured with a chain when not in use to ensure it is protected from vandalism.

The second request is more of a general one, we have reached a continuing agreement with the cricket club regarding the use of changing facilities for the coming season, and are paying a utility cost for this. However should it be required in the future, we wanted to ask if it might be possible to position a temporary portacabin for changing facilities also close to the ground, to the rear of the current pavilion where the food hut is now.

Many thanks for considering these requests.

In considering the request for a portaloo:

General maintenance & cleanliness.
Environmental issues
Insurance liability?

Request for siting of portacabin,

As Members are aware the lease for the sports field is due for renewal in 2027, the landlord's agents have indicated that there may be a 'substantial rent increase' (I have chased for an update but had no response to date). Would be unwise to commit to this until such times as the lease is renewed.

Planning permission needed?

Glebe permission would be required.

Utilities? Minimum requirement would be electricity; this has been disconnected from the pavilion. However current changing room standards require separate rooms, individual showers etc –water & drainage would be required?

Insurance liability

J E Richards
Clerk / RFO
July 2026



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Report on Footpath Walks for Meeting on 21st July 2026

Decisions Required:

1. The Environmental Management Contractor be asked to purchase and install the posts and waymarkers identified
2. Landowners/tenants of the land where paths are overgrown or crops encroach on path are sent a letter and reminded of their obligations regarding footpaths.
3. Cornwall Council approached to enquire when signage on the new path will be installed and whether improvements to 231/17/5 could be made as this is now likely to have more frequent use as part of a circular walk.

REPORT:

Route J

A small group of Parish Councillors and the Clerk walked another set of footpaths on Saturday 13th June 2026 and a report of works required is attached to this report under "Footpath Route J".

Route J included walking from Menerdue Farm, joining the permissive SWW path around the Reservoir and across the newly created footpath linked to 231/17/6.

Footpaths 231/19/1 and 231/18/1 have recently been planted with maize and once grown the crop will obscure the line of the path. Footpath 231/17/1 also has a crop closely planted to the field boundary leaving little room for walkers and where the path runs between hedges or hedge and fence, it is very overgrown.

The new section of path created by Cornwall Council is not sign posted.

I recommend that a date for another footpath walk is arranged to complete the survey.

Councillor H Downing

30 June 2026

STITHIANS PARISH COUNCIL

The Stithians Times Sub-Committee

Minutes of the meeting held on Tuesday 7 July 2026

Present: Cllr Sophie Cotton (SC); Jane Richards (JR), Clerk; Nicola Von Wurzburg (NvW), Volunteer Editor

Meeting opened: 6.30pm **Meeting closed:** 7.30pm

1. Editor role

NvW confirmed she will trial the role of Editor of The Stithians Times for four editions, equivalent to one year.

2. Design system and training

A design system is required for producing the publication. It was noted that Canva offers its Pro plan free of charge to not-for-profit organisations, and this will be pursued.

ACTION: SC to arrange for one hour of Canva training for NvW, donated by the marketing team at her workplace.

3. Email account and query handling

JR will retrieve the login details for The Stithians Times email account, share these with SC, and add NvW to the inbox.

Queries received will be handled as follows: SC will reply to advertising queries; JR will reply to accounts queries; and NvW will reply to editorial queries. Emails will remain in the inbox until they have been responded to, after which they will be moved to the relevant folder.

ACTION: JR to retrieve and share the email login details with SC, and to add NvW to the inbox.

4. Distribution

SC will email Alex, the previous editor, to request the distribution map and associated distribution details.

ACTION: SC to email Alex for the distribution map and details.

5. Advertising

JR will tidy up the advert spreadsheet, add a column for advert size, and share it with the Sub-Committee. SC will then add the agreed advert sizes.

ACTION: JR to update and share the advert spreadsheet; SC to add the agreed advert sizes.

6. Printing

JR will share the Hello Print login details. The agreed process is that NvW will upload the print-ready PDF to Hello Print and then inform JR, who will arrange for the order to be paid.

It was noted that NvW has access to the previous adverts as PNG or JPEG files.

ACTION: JR to share the Hello Print login details.

7. Publication schedule

The following schedule was agreed for the 2026 editions:

Edition	Copy deadline	Approval (Sub-Committee)	To print	Distribution
Q3 2026 (1st edition)	3 August 2026	w/c 31 August 2026	w/c 7 September 2026	w/c 14 September 2026
Q4 2026 (Christmas edition)	19 October 2026	w/c 9 November 2026	w/c 16 November 2026	w/c 23 November 2026

Indicative timings for the 2027 editions were agreed as follows, with detailed dates to be confirmed nearer the time:

Edition	Distribution	Theme / timing
Q1 2027	Mid March 2027	Easter edition
Q2 2027	Mid June 2027	Pre Stithians Show & Scarecrow Trail
Q3 2027	Early August 2027	Post-Show edition

8. Copy for the Q3 2026 edition

The following content was agreed for the first edition:

SC will contact Helen Downing to request the SPC copy and the Stithians Show report and pictures. SC will write a report on the Scarecrow Trail. SC will ask Clare Sylvester to write a report on the Family Fun Day.

ACTION: SC to contact Helen Downing (SPC copy; Show report and pictures); SC to write the Scarecrow Trail report; SC to ask Clare Sylvester for a Family Fun Day report.

Summary of actions

Owner	Action
SC	Arrange one hour of Canva training for NvW, donated by SC's marketing team at work.
JR	Retrieve login details for The Stithians Times email account; share with SC and add NvW to the inbox.
SC	Email Alex (previous editor) to request the distribution map and distribution details.
JR	Tidy up the advert spreadsheet, add a column for advert size, and share with the Sub-Committee.
SC	Add the agreed advert sizes to the advert spreadsheet.
JR	Share the Hello Print login details.
SC	Contact Helen Downing for the SPC copy and the Stithians Show report and pictures.
SC	Write a report on the Scarecrow Trail for the Q3 edition.
SC	Ask Clare Sylvester to write a report on the Family Fun Day.