

Gulworthy Parish Council

Minutes of ordinary meeting held on Monday 1st December 2025 at Gulworthy Parish Hall

No 186

These minutes are provisional until they are agreed and signed by the chair at the next meeting of the parish council.

Councillors present – Cllr K Royston (Chair), Cllr G Lister, and Cllr J Hamilton

In attendance: DCC Cllr Sellis, WDBC Cllr Saxby (arrived 8.07pm)
and Lucie Moorese, Parish Clerk

One member of public in attendance

Meeting opened 7.36pm

- Chair's welcome** – Cllr Royston welcomed all and thanked everyone for coming. Introductions were made by all.
- Members of the public** – *To consider requests from members of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders 3d to 3n. There was one member of the public present.*
- To accept apologies for absence** - *Under Section 85 of the Local Government Act 1972, members present should decide whether to approve the reason(s) given for absence. Apologies received and accepted from Cllr Steer, Cllr Edwards and Cllr Wearing. Apologies also received retrospectively from Cllr Angela Blackman*
- Dispensations & declarations of Interest** - *Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it. Requests for Dispensations should be made in writing to the Parish Clerk in advance of the meeting. None*
- Minutes of previous meeting 185 to be approved and then signed by the chair as a true and accurate record of that meeting** - *To accept as a true record the minutes of the meetings of the Parish Council held on 3rd November 2025 LGA 1972 Sch 12 para 41(1).*
An inaccuracy regarding fibre broadband provision at Morwellham was noted. It was agreed that the minutes be amended to state that properties are not yet connected. Members were advised that Openreach works remain incomplete. The minutes were approved subject to this amendment, with Cllr Hamilton approving and Cllr Lister seconding the motion.
- Matters Arising from the Minutes of the last meeting.** - None
- Planning applications received to-date:**
 - 7.1 Planning applications received to-date:**
 - 7.1.1 Ref: 3272/25/LBC – 3-4 Wheal Maria PL19 8PD**
– Listed Building Consent for works associated with installation of ground mounted solar panels incl. housed batteries and cabling to house. The **applicant attended and provided clarification** on the proposal, including siting to the rear and lack of public visibility.
Proposed by the Chair, seconded by Cllr Lister. Council supported the application.
 - 7.1.2 Ref: 3273/25/HHO – 3-4 Wheal Maria PL19 8PD –**
Householder application for ground mounted solar panels incl. housed batteries

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and cabling. . The **information provided by the applicant was noted. Proposed by Cllr Lister, seconded by Cllr Hamilton. Council supported the application.**

The Chair thanked the applicant for attending who left the meeting at 7.50pm.

7.2 Planning applications received after publication of this agenda –

7.2.1Ref: 3474/25/VAR Stubberlands Bungalow, Gulworthy.

- Application for variation of condition 2 (approved plans) of planning consent 1903/25/HHO
It was noted that the elevation drawings were unchanged and that the only amendment was a minor relocation of the proposed timber-framed work pod on the block plan. Members raised no objections. Proposed by the Chair, seconded by Cllr Hamilton. Council supported the application.

7.3 Planning decisions – to note:

7.3.1Ref: 2450/25/ARC Morwell House, Morwell.- Conditional approval granted.

The Councillors duly noted the conditional consent.

8. DCC Cllr Sellis : The Councillor provided updates on the library consultation, SCARF traffic-calming measures and speed monitoring, highways and utility works, waste services, post box provision, and local highway/drainage issues. Members were encouraged to report issues via the council website and copy Cllr Sellis for support.

DCC Cllr Sellis left the meeting at 8.12pm

9. WDBC Cllrs Saxby – Cllr Saxby provided updates on highways and road markings; the local government reorganisation proposal, and the future structure of Devon authorities. She noted £500 of remaining councillor funds and discussed the proposed Gulworthy Farm Cluster, a coordinated scheme for local farms to access DEFRA/FIPL funding and support landscape-scale habitat projects. Cllr Saxby agreed to contribute early funding of £50 for initial meetings and organisational costs and confirmed that £300 of her funds could be temporarily earmarked for a potential road sign project.

10. Gulworthy Cllr reports – *for information only*

Cllr Lister – The Councillor provided updates on fibre installation at Morwellham; a cemetery inspection (no major mud issues noted), and ongoing rodent trap monitoring. The status of a previously fallen tree remains unconfirmed.

Cllr Hamilton – The Councillor raised a drainage issue opposite his yard, noting it is undersized and struggles in heavy rain; Councillors agreed it should be reported via “FixMyStreet”, with photographs and descriptions, and liaised with the neighbouring Parish (Lamerton) if required.

Cllr Royston – Cllr Royston reported the deterioration of a parish road and confirmed it had been reported via the appropriate reporting system.

WDBC Cllr Saxby left the meeting at 8.30pm

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11. Burial ground

The previous Parish Clerk's final Cemetery Report was received and noted.

Two memorial issues were identified : Plot C9 and C8 (oversized) Plot C12 (leaning).

It was agreed that the families should be contacted concerning the individual issues that have been highlighted.

Members discussed memorial installation practices and confirmed continued use of E Pascoe & Son as Stonemasons. It was noted that the new Clerk is booked onto an ICCM cemetery management course in March 2026. Priority actions were agreed to be resolution of the memorial issues.

- Mole Activity

The activity was noted within the burial ground and continues to be monitored.

12. Finance - *To approve the list of payments (to be tabled at the meeting) LGA 1972 s150 (5)*

The Clerk respectively asked if the Councillors had any objections to her proposal concerning the financial records to be transferred "word to excel" versions to improve accuracy and reporting. This was agreed by all present. The Q2 budget has been prepared. The payment schedule, including the ICO fee, and the bank reconciliation were presented and approved under the current banking arrangements.

12.1 – Payments Schedule to be approved –

| PAYEE | AMOUNT | DESCRIPTION |
|-----------------------|---------|---|
| Prev Clerk (E Young) | £571.76 | Final Salary Payment (Nov 2025) including WAH Allowance, and Mileage – |
| New Clerk (L Moorse) | £159.12 | 17 th Nov to 28 th Nov Salary including WAH Allowance |
| HMRC | £132.72 | Tax £100 'Er NIC £32.72 |
| Gulworthy Parish Hall | £23.75 | November PC Meeting . Inv 796 |
| ICO | £47.00 | DDM payment |

It was proposed by the Cllr Lister to authorise the above payments via BACs, seconded by Cllr Hamilton and agreed by all.

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12.2 Bank reconciliations – RFO report 186 – 25th November 2025

| | <u>Paid Out</u> | <u>Paid In</u> | <u>Balance</u> |
|---|-----------------|----------------|-------------------|
| <u>Club, Charity & Trust account (00298624). Sort 30-98-46</u> Opening Balance as at 27 th October 2025 b/fwd | | | £6,689.80 |
| <u>Receipts</u> | | £0.00 | |
| <u>Expenditure:</u> | | | |
| <u>05/11/2025</u> | | | |
| Mrs Katherine Steer Poppy Wreath | 18.5 | | |
| St Pauls Gulworthy - Donation | 20 | | |
| Lamerton Hall Mtg rm 22.10.2025 | 15 | | |
| Lamerton Hall Mtg rm 28.10.25 | 15 | | |
| Gulworthy Parish Hall Committee Inv 787 | 23.75 | | |
| HMRC – Tax/NI | 13.6 | | |
| Parish Clerk October payroll | 372.32 | | |
| Parish Clerk Expenses | 67.3 | | |
| | £545.47 | £0.00 | |
| Balance on 25 November 2025 | | | £6,134.33 |
| <u>Gulworthy Cemetery account (00020251)</u> Opening balance as at 27 th October 2025 | | | £15,549.247 |
| <u>Credit receipts</u> | | | |
| 10/11/25 Credit interest | | £19.66 | |
| 06/11/25 WC Parson ref LI Butler burial | | £1,200.00 | |
| <u>Expenditure</u> | | | |
| 05/11/25 Elliott groundcare Inv 2920 | £85.00 | £1,219.66 | |
| | £85.00 | | |
| Balance on 25 November 2025 | | | £16,683.90 |
| <u>Gulworthy Fundraising account (00035992)</u> Opening balance as at 27 October 2025 | | | £5,119.50 |
| <u>Credit receipts</u> | | | |
| 10/11/25 Credit interest | | £6.48 | |
| Balance on 25 November 2025 | | | £5,126.07 |
| Combined balance £27,944.30 (No differences to the bank statements) | | | |

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It was noted that banking arrangements remain in transition following the departure of the former Clerk, who has been removed from the account. It was confirmed that two authorised signatories are required, and that payments will be prepared by the Clerk and executed by the nominated councillor under existing arrangements.

Proposed by the Chair to approve RFO Report 186, seconded by Cllr Hamilton, agreed by all.

12.3 Agree Budget 2026/27

The draft Budget was reviewed in detail. It was noted that calculation errors and omissions had been identified, including payroll-related costs, and that several figures required correction. Members discussed projected expenditure, including staffing, training, cemetery costs, IT, audit fees, defibrillator maintenance and equipment provision.

It was agreed that the Clerk would revise and reissue the budget for further consideration. The budget and precept will be formally agreed at the January meeting, in advance of the 31st January 2026 Precept deadline.

The Council noted the current bank balance and discussed the need to clearly earmark reserves for future projects. Options for replacing the parish laptop and managing parish phone arrangements were discussed; no decisions were made at this stage.

13. Meeting Dates for 2026 – Meeting Hall bookings.

A schedule of proposed meeting dates for 2026 was considered. It was agreed to confirm meeting dates for January, February and March 2026, with a provisional date of Tuesday 14 April 2026, subject to venue availability and noting Clerk availability and Easter commitments. The Clerk was asked to confirm the dates with the Parish Hall.

It was agreed that remaining meeting dates for 2026 will be considered and confirmed at the January meeting.

14. New Email address (Cllr Edwards) – Not discussed

15. Broadband update

Cllr Lister provided an update on broadband infrastructure works, advising that Openreach will install three new poles and associated cabling between Rock Cottage and Morwellham with traffic management planned to avoid full road closure. Further cabling and a final pole on parish land will be required, for which permission has already been granted. It was noted that Openreach is seeking to extend service coverage to all local properties.

16. Highways

16.1 Road signs – Cllr Royston to ask school - ongoing

16.2 Speed limit and petition – Councillors discussed introducing non-statutory “Twenties Plenty” signs on private and parish land to encourage slower speeds, particularly at the cemetery crossroads and between the crossroads and roundabout. Costs are modest (~£55 per banner) and community support is expected. The Chair will review the village speed-limit

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petition, and councillors will research signage options and bring a formal proposal to a future meeting.

16.3 Gulworthy SCARF- Cllr Sellis provided further comment on the SCARF traffic-calming initiative. She apologised for missing the last two parish meetings, noted that SCARF initially deemed additional measures unnecessary, and confirmed that Sergeant Otterby has since informed the parish that police intend to introduce traffic monitoring. Cllr Sellis expressed strong support for speed reduction and confirmed she will continue working with the police on this issue. (See also Agenda Item 8 for earlier DCC updates.)

16.4. Local Wardens for Mill Hill – The Chair advised that Cllr Steer had gathered some names for the Warden role and had been looking into suitable bin location.

17. TVNL Annual Forum – Cllr Hamilton provided feedback from the TVNL annual forum in Cllr Steer's absence. The main topic was the Calstock land project, presented by organisers as a success, though local perception was critical. Concerns included flooding, midges, wildlife loss (including two sheep), silt accumulation, and doubts about the sustainability of the flood bank. Attendees questioned the effectiveness of the £3 million investment, noting the area currently resembles a mudflat and lacks ongoing maintenance such as dredging.

18. Gulworthy Farm Cluster: The Councillors agreed to submit a brief funding request to DCC Cllr Sellis to kick-start the Gulworthy Farm Cluster, drawing on Stoke Climsland's model for habitat-focused projects. They noted similar work had been carried out where DEFRA funding supports landscape-scale habitat creation and discussed potential activities such as water clean-up initiatives.

19. Any Other Business: Discussion followed concerning the following items:

- a. **Document Control:** Formal Council's policy document and renewal schedule
- b. Councillors agreed to forward emails to the new Clerk and to review document updates quarterly.
- c. The Council was advised to maintain a list of planned uses for reserves for audit purposes: this will help demonstrate clear allocation of funds.
- d. **Cemetery Funds and Maintenance:** The Councillors explained that Council Cemetery is separate from the Churchyard, with its own funds and flexible burial arrangements; maintenance may include tarmac resurfacing and gate replacement.
- e. **Highway Works** – A390 Callington Road

Thursday, 8th January to Friday 23rd January 2026 – Drainage improvements 7am-6pm

Monday, 2nd February to Saturday, 14th February 2026 – Resurfacing 7pm-6am

No further business was raised, and the Chair formally closed the Meeting at 9.49pm.

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