

Minutes of Kea Parish Council Meeting held on Thursday, 21st May 2026 at 7.10pm in Kea Community Centre

Present: Cllrs Ramshaw, Weaver, Alvey (also Cornwall Councillor), Baker, Chamberlain, Fisher, Roberts, Picton, Spenceley, Verran, Warman

Also present - Parish Clerk - Maria Roper

The attendees were made aware that the meeting was being recorded.

The Chair opened the Annual Parish Meeting briefly before handing over to the Clerk to conduct the statutory elections.

81/26 Election of Chair - To elect Chair and accept the declaration of Office.

It was **proposed** by **Cllr Alvey**, seconded **Cllr Chamberlain** and **RESOLVED** by the Council to elect Cllr Ramshaw as Chair for a further year. No other nominations were put forward, and the motion was carried unanimously. Unanimous. Carried. Cllr Ramshaw accepted the position and thanked members for their confidence. The signing of the Declaration of Acceptance of Office was deferred until the next meeting.

82/26 Election of Vice-Chair - To elect Vice Chair and accept the declaration of Office.

It was **proposed** by **Cllr Verran**, **seconded** by **Cllr Picton** and **RESOLVED** by the Council to elect Cllr Weaver as Vice Chair for a further year. No other nominations were put forward, and the motion was carried unanimously. Unanimous. Carried. The signing of the Declaration of Acceptance of Office was deferred until the next meeting.

83/26 Chair's Welcome

The Chair welcomed councillors to the Annual General Meeting.

84/26 Apologies

Apologies were received from Cllrs Baker and Rumbles.

85/26 Declarations of Interest

No declarations of interest in the agenda items were made.

Cllr Ramshaw advised that an additional planning application at Quenchwell had been received after publication of the agenda and would need to be considered under planning.

86/26 Public Participation

Cllr Ramshaw reported that several residents had asked to attend, but given the length of the agenda and the statutory business of the AGM, they were advised to attend the June meeting instead.

87/26 Minutes of the Meeting of 16 April 2026

The minutes were circulated prior to the meeting and taken as read.

It was **proposed** by **Cllr Chamberlain**, **seconded** by **Cllr Alvey** and **RESOLVED** by the Council to approve the minutes as true an accurate record of he meeting. Unanimous.
Carried

88/26 Matters Arising & Clerk's Report

The Clerk confirmed that no new correspondence had been received beyond items already circulated. She noted an invitation to the Mayor's Civic Service in June, which she would forward to members.

Cllr Ramshaw provided an update on the correspondence received from Legacy developers. He informed the Council that they intend to hold a public consultation. The hall had been provisionally booked for Friday 26 June, subject to their confirmation. The Community Centre would invoice Legacy directly. Councillors discussed the importance of attending the consultation to remain informed, while also being careful not to express any opinion that could be interpreted as pre-determination. Cllr Ramshaw emphasised that councillors must "wear two hats" and avoid comments which could be misconstrued.

89/26 Receipt of Annual Reports

a) Chair's Report

The Chair's written report had been circulated with the agenda pack. He thanked councillors for their work over the past year and to the groups who submitted their reports.

b) Clerk & RFO Report

The Clerk summarised her first months in post since October. She reported that Scribe has been purchased and she started using it for reporting, although some adjustments are still required. The internal audit had been completed, and she was working through the recommendations.

She continued to report that precept remain the main source of income for the Council, with no other revenues. No CIL had been received in the last year, though this may change in future. Expenditure remained largely administrative.

c) Highways / School Path

Cllr Ramshaw reported that the council was still awaiting the ecologist's report for the School Path project. Once received, the project could progress to planning.

d) Footpaths

Cllr Baker's provided a written report which was noted by the Council. He informed the Council that footpaths had improved significantly since the change of contractor, and no complaints had been received from the public.

e) Play Area

Cllr Chamberlain's provided a written report which was noted by the Council.

f) Community Area Partnership (CAP)

Cllr Alvey reported that the Community Area Partnership has continued to meet regularly during the past year. The current Chair, Rob Knill, has remained in post; however, attendance and engagement from some parish and town councils within the area has continued to be limited.

During the year, members were advised that the Shared Prosperity Fund programme had come to an end. Funding distributed through Cornwall Council and local partnerships has now largely been allocated and delivered. The Partnership received presentations and updates on a range of topics including:

- GP service provision and healthcare access within local communities.
- Community-led social prescribing initiatives.
- Community emergency planning and resilience.

Workshops attended during the year included:

- Public transport and rural transport provision.
- Public rights of way and access issues.
- Highway improvement opportunities and funding programmes.

The Partnership has also considered bids through the Highways Improvement Programme, including proposals aimed at improving road safety and local infrastructure across the area.

Cllr Alvey encouraged the Parish Councillors to attend the Community Area Partnership meetings as it continues to provide a useful forum for sharing information, discussing local priorities and coordinating activity between Cornwall Council and local councils.

g) Kea Community Centre

The report submitted by Cllr Spenceley on behalf of Kea Community Centre was received and noted. Members were advised that the Community Centre Committee continues to seek additional volunteers and councillors willing to become involved in its work.

h) Cornwall Councillor Report

The report submitted by Cllr Alvey was Deferred to item 93/26.

Cllr Alvey highlighted that he had been appointed by Cornwall Council as the Armed Forces Member Champion. The role includes chairing the Cornwall Armed Forces Covenant Board and supporting veterans, serving personnel and their families, particularly in relation to accessing Council services and ensuring compliance with the Armed Forces Covenant.

i) CEEG

Cllr Ramshaw's report on CEEG activity was circulated with the agenda pack and noted.

GOVERNANCE

90/26 Review of delegation arrangements to working groups /clerk

The Clerk explained that it was good practice for councils to adopt a formal Delegation Policy to cover urgent matters that arise between meetings. She proposed drafting a policy that would allow the Clerk, in consultation with the Chair and one or two councillors, to act where necessary.

91/26 Review of members of working groups, policies and external representations

- a) Parks – Cllrs Chamberlain, Roberts, Spenceley, Verran, Picton
- b) Footpaths/ Project 2026 – Cllrs Baker, Spenceley, Verran
- c) CEEG – Cllrs Alvey, Ramshaw, Weaver, Verran, Warman, Rumbles

- d) School Path – Cllrs Alvey, Chamberlain, Ramshaw
- e) Finance – Cllrs Alvey, Verran, Weaver, Ramshaw, Rumbles
- f) Review of standing orders and financial regulations

The Chair confirmed that the existing Financial regulations have been reviewed and meets the current needs. It was **proposed** by **Cllr Ramshaw**, **seconded** by **Cllr Alvey** and **RESOLVED** by the Council to readopt the exiting financial regulations.
Unanimous. Carried

The Clerk reported that NALC has published a new model of standing orders in 2025 and she needed more time to review it.

- g) Highways joint meeting - Cllrs Alvey, Baker, Rumbles
- h) Community Area Partnership – Cllrs Weaver and Fisher
- i) Kea Community Centre – Cllrs Roberts, Verran, Spenceley, Ramshaw
- j) Bissoe Community Woodland – Cllrs Weaver, Ramshaw, Alvey
- k) Police Liaison Meeting – Cllrs Chamberlain, Verran, Picton

92/26 – Subscriptions

The council confirmed its continued membership of CALC, noting that the subscription for the year had already been paid.

93/26 – Cornwall Councillor Report (Cllr Alvey)

Cllr Alvey reported on the Cornwall Council AGM, where Cllr Rob Nolan had been re-elected Chair and Cllr Frost re-elected Leader.

He then briefed the council on significant forthcoming changes to national planning legislation. From September, many types of applications—including householder developments, minor schemes, and TPO works—would no longer be eligible for committee determination and would instead be decided under delegated powers by planning officers. Parish councils would still be able to comment, and the 5-day protocol would remain (with adjustments), but they would lose the ability to request call-ins.

Councillors expressed concern about the reduction in democratic oversight and the potential for more small Greenfield developments to proceed without committee scrutiny. Cllr Alvey noted that while 60% of applications currently going to committee would no longer be eligible, the more meaningful figure was how many of those would previously have been refused. Members agreed that the changes represented a significant shift in planning control.

Cllr Alvey further reported that Cornwall Council will soon , although those already nearing completion will continue to be progressed. Members were advised that neighbourhood plans more than five years old are now generally considered out of date and therefore carry reduced weight in planning decisions. Where neighbourhood plans do not allocate housing sites, settlement boundaries may also carry limited weight.

The Council noted that the current planning framework continues to resist inappropriate development in the open countryside. However, recent changes to planning policy have introduced a presumption in favour of development through a "tilted balance" approach, whereby applications are generally expected to be approved unless clear planning reasons exist for refusal.

PLANNING

94/26 – Planning Applications to NOTE, DISCUSS and RESOLVE as appropriate

- [PA26/02860](#) - Work to trees subject to a Tree Preservation Order - 1 Fagus Sylvatica, 1 x Betula Pendula and 6 x Quercus Petraea, to reduce epicormic growth back to main stems due to encroachment into footway and road. Additionally there is 1 x Oak branch to reduce|Old Coach Road Playing Place Cornwall
The council had no objection and agreed to defer to the Tree Officer's expertise.
- [PA26/03215](#)|Works to Trees covered by a Tree Preservation Order (TPO) - T1 - Horse Chestnut - Fell. T2 - Copper Beech - Reduce over extended lower branches over driveway by approx 2m.|Penhalls Farm Penhalls Way Playing Place Truro Cornwall TR3 6EX
The application was noted.
[PA26/02198](#)|Erection of a detached, single-storey sustainable timber-framed ancillary residential annexe and installation of package treatment plant|Ford End Quenchwell Carnon Downs Truro Cornwall TR3 6LN
The council considered the late-received application for a detached single-storey timber annex at Quenchwell. The members discussed the distance between the proposed building and the host dwelling, the potential for future independent use, and the definition of "ancillary" accommodation.
It was **proposed** by **Cllr Ramshaw** and **seconded** by **Cllr Alvey** to support the application subject to the building remaining ancillary to the main accommodation. The motion was taken to vote and not carried.
It was **proposed** by **Cllr Chamberlain**, **seconded** by **Cllr Spenceley** and **RESOLVED** by the Council to object on the grounds that the building was not sufficiently associated with the host dwelling to constitute an annex. Majority. Carried.

95/26 Planning decisions to NOTE, DISCUSS and RESOLVE as appropriate:

- [PA26/02581](#)|Proposed works that are considered to be exempt from the Electricity Act 1989 by falling within the Overhead Lines (Exemption) (England and Wales) Regulations 2009|Street Record Hugus Truro Cornwall
Closed - advice given 17 Apr 2026
- [PA26/01008](#)|Submission of details to discharge Conditions 4, 5 and 7 in respect of Decision Notice PA25/05140 dated 07.11.2025|Land South Of Wheal Jane Earth Science Park Baldhu Truro Cornwall TR3 6ED
Disch of cond not all conditions agreed 09 Apr 2026
- [PA26/01260](#)|Change of Use of Existing Light Industrial Unit E(giii) Use Class to Food Takeaway (sui generis) and extension to provide toilet facilities|Wheal Jane Earth Science Park Baldhu Cornwall TR3 6ED
Approved with conditions 21 Apr 2026
- [PA26/01357](#)|Certificate of lawfulness for proposed use for the construction of a single storey rear extension, construction of two dormers, installation of additional rooflights and formation of patio|Higher Carnon Farm Quenchwell Carnon Downs Truro Cornwall TR3 6LG
Granted (CAADs, PIPs and LUs only) 20 Apr 2026

- [PA26/00847](#)|Application for Permission in Principle for up to 4 dwellings (minimum of 2, maximum of 4)|Land Adj To 14 Carlyon Road Playing Place Truro Cornwall TR3 6EU -
Granted (CAADs, PIPs and LUs only) 13 Apr 2026
- [PA25/09359](#)|Erection of a dwelling to include demolition of existing outbuildings with variation of condition 2 of decision notice PA22/03823 dated 01.02.2023.|Alexandra House Penhalls Way Playing Place Truro Cornwall TR3 6EX –
Approved with conditions 09 Apr 2026

The above were noted by the Council

HIGHWAYS AND FOOTPATHS

96/26 Specific highways issues - to **CONSIDER** and **RESOLVE** as appropriate

No new issues were raised.

97/26 Specific footpaths issues - to **CONSIDER** and **RESOLVE** as appropriate

No new issues were raised.

- **Enhanced LMP grant – to RECEIVE updates and CONSIDER further actions**

The Clerk reported that Nigel Baker had prepared a schedule of works for the enhanced LMP grant.

It was **proposed** by **Cllr Ramshaw**, **seconded** by **Cllr Weaver** and **RESOLVED** by the Council to submit the bid based on the tenders received.

FINANCE

98/26 To **REVIEW** and **APPROVE** regular payments list and monthly invoices if appropriate

The Clerk presented the payments list. It was noted that the invoice for the replacement tree had already been paid under a previous resolution.

It was **proposed** by **Cllr Ramshaw**, **seconded** by **Cllr Alvey**, and **RESOLVED** by the Council to approve the payment the payments of £2,482.74. Unanimous. Carried.

99/26 To **RECEIVE** the monthly Budget report and bank reconciliation

The Clerk presented the budget report and bank reconciliation which were not by the Council.

100/26 Grant Application: Velocity

The council considered a grant request from Velocity Youth Cycling. Members agreed that the group provided valuable opportunities for young people. It was **proposed** by **Cllr Chamberlain**, **seconded** by **Cllr Ramsahw**, and **RESOLVED** by the Council to award £400. Unanimous. Carried

101/26 AGAR 2025–26

- a) **Internal Audit report – to NOTE and CONSIDER recommendations**

The internal audit report was circulated to the members of the Council. The recommendations were noted, and the Clerk outlined the actions she would take, including updating the Publication Scheme, Complaints Policy, and the publication of the Register of Interest on the Parish Council website.

- b) **Conflict of interest with BDO LLP - to CONSIDER and RESOLVE as appropriate**

The council confirmed that no conflicts of interest existed with BDO LLP.

It was **proposed** by **Cllr Chamberlain**, **seconded** by **Cllr Ramshaw**, and **RESOLVED** by the Council to sign the form, confirming no conflict of interest.

c) Annual Governance Statement - to CONSIDER and RESOLVE as appropriate

The Clerk presented the Annual Governance Statement to the Council.

It was **proposed** by **Cllr Ramshaw**, **seconded** by **Cllr Alvey**, and **RESOLVED** by the Council to approve the Statement. Unanimous. Carried The Statement was duly signed by the Clerk and the Chair.

d) Annual Accounting Statements - to CONSIDER and RESOLVE as appropriate

The Clerk presented the Annual Governance Statement to the Council.

It was **proposed** by **Cllr Ramshaw**, **seconded** by **Cllr Spenceley**, and **RESOLVED** by the Council to approve the Statement. Unanimous. Carried The Statement was duly signed by the RFO and the Chair.

102/26 To CONSIDER insurance quotes

The council reviewed insurance quotes and agreed to renew with the existing provider on a three-year term at a cost of £1,530.

It was **proposed** by **Cllr Picton**, **seconded** by **Cllr Chamberlain**, and **RESOLVED** by the Council to approve the Statement. Unanimous. Carried

ASSET MANAGEMENT

103/26 Grass cutting in the play area to REVIEW the arrangements and RESOLVE as appropriate

The Clerk informed the Council that the contractor is engaged to carry out one grass cut per month from May to October.

104/26 Bissoe Bus Shelter - to RECEIVE updates and CONSIDER further actions

The Clerk reported that the previously appointed contractor had stopped responding. It was **proposed** by **Cllr Fisher**, **seconded** by **Cllr Spenceley**, and **RESOLVED** by the Council to rescind the earlier instruction. Unanimous. Carried

It was further **proposed** by **Cllr Ramshaw**, **seconded** by **Cllr Chamberlain** and **RESOLVED** by the Council to allow 14 days for any response, and, if none was received, appoint David Woolcock to carry out minor repairs. An asbestos waste transfer note would be required. Unanimous. Carried

105/26 RoSPA Report to RECEIVE report and CONSIDER recommendations

The annual RoSPA inspection had identified minor repairs. The Clerk would obtain quotes for the necessary works. Painting was not required at this stage.

106/26 Chain of Office to CONSIDER updating the names

The Chair informed the Council that a few names on the chain of office need updating.

It was **proposed** by **Cllr Ramshaw**, **seconded** by **Cllr Spenceley** and **RESOLVED** by the Council to add the names of former Chairs Tony Johnson and Cllr Veron to the Chain of Office, with a budget of up to £100. Unanimous. Carried

COMMUNICATIONS AND COMMUNITY ENGAGEMENT

107/26 Neighbourhood Priority Statement - to RECEIVE updates and RESOLVE to return delegation letter and agree any further actions

The Chair updated the Council that an expression of interest in participating in the programme, had been submitted to Cornwall Council, and the draft Heads of Terms for collaborative working and resource sharing had been shared with Feock Parish Council,.

He continued to say that the designation needs to be submitted, formally confirming the Parish Council as the responsible body for preparing a Neighbourhood Priority Statement for the parish area.

Members discussed the purpose of the Neighbourhood Priority Statement and how it differs from a Neighbourhood Development Plan. It was noted that the NPS would focus on identifying long-term priorities and strategic objectives for the parish rather than setting planning policies. Members also noted the potential for the NPS to influence the emerging Local Plan and provide a mechanism for ensuring local priorities are reflected in future planning policy.

It was emphasised that all decisions relating to the preparation of the NPS would remain subject to approval by the full Council and would include public consultation. It was **proposed** by **Cllr Ramshaw**, **seconded** by **Cllr Warman** and **RESOLVED** by the Council to submit the designation letter. Unanimous. Carried.

108/26 Website Redevelopment - to CONSIDER outline terms and site map and RESOLVE as appropriate

The outline specification and site map were reviewed. It was **proposed** by **Cllr Ramshaw**, **seconded** by **Cllr Verran** and **RESOLVED** by the Council that the Clerk would prepare a tender for the website build and the proposal should be shared with the Community Centre for potential joint working. Unanimous. Carried

CORRESPONDENCE

109/26 Correspondence Received

- Correspondence from Summerfield Planning Limited ref Land east of Old Coach Road, Playing Place
- Correspondence from CALC and Cabinet of Cornwall Council ref public realm weed treatment.

The above were noted by the Council

110/26 Urgent Correspondence

No urgent correspondence had been received.

111/26 Dates to Note

- Next full council meeting: Thursday 18 June 2026
- Feock-Kea Highways meeting with Viv Bidgood: date to be confirmed

112/26 Future Agenda Items

- Future meetings venue (Baldhu Chapel) – Cllr Spenceley
- Parish speed sign

113/26 Close of Meeting

The meeting closed at 9.54pm.