

# **Antony Parish Council**

NOTICE is hereby given that a meeting of the Antony Parish Council will be held at  
**Wilcove Community Hall on Thursday 4<sup>th</sup> September 2025 at 7pm.**

## **AGENDA**

### **1. Apologies for absence**

### **2. Public forum**

Members of the public may raise issues, ask members questions relating to Parish Council business ( time allocated 15mins ).

### **3. Declarations of Interest relating to items on the agenda**

### **4. County Councillor's report**

### **5. Approval of minutes for the meeting held on 26<sup>th</sup> June 2025**

### **6. Matters arising**

To receive an update on the following ongoing items:

- a. Wilcove phone box
  - To receive an update on painting
- b. Hollong Park noticeboard relocation
  - To note that the noticeboard has now been relocated
  - To consider if a concrete slab is required in front of it.
- c. Antony bus stop
  - To receive an update on the removal of the bus stop opposite Carew Arms
- d. Planter covering petrol pump in Antony
  - To receive an update on clearance of the debris.
- e. Defibrillator training
  - To note the training is booked for 4-6pm, 27<sup>th</sup> September in Wilcove Community Hall

## 7. Policies

### a. IT Policy

- Resolve to adopt the new IT policy based on the Practitioner's Guide template

### b. Publication and Information Policy

- Resolve to adopt the revised Publication and Information Policy based on the ICO template

### c. Data Protection Policy

- Resolve to adopt the Data Protection Policy based on the NALC template

## 8. Correspondence

a. Email – Torpoint Artists Collective; consider a pop up consultation event

b. Email – SE Cornwall zero Emissions Bus Launch event Thursday 25th September (9am – 11am)

## 9. Finance 2025/2026 (Appendix)

Review the financial reports in Appendix 1:

- a. Payments approved/to be approved
- b. Solar Community benefit fund
- c. Asset Register
- d. Bank reconciliation report
- e. Management report

## 10. Planning Applications 2025/2026 to review

No changes since last meeting

Planning Applications	2025/26	Validated	Comments (from Cornwall council)
PA24/02384	Antony house stables	10th April 2024	Approved (23/05/25)
PA24/00004/NDP	Torpoint Neighbourhood Development Plan	29th Jan 2025	Awaiting decision
PA25/02077	Pen Blyth Wolsdon Lane Antony Torpoint	14th April 2025	Approved (02/06/25)
PA25/00313	Homeleigh, Sunwell Lane	12th March 2025	Refused (08/05/25)
PA25/03712	Maryfield House Antony Torpoint Cornwall	30th May 2025	Awaiting decision
PA25/03713	Maryfield House Antony Torpoint Cornwall	30th May 2025	Awaiting decision

- Any additional planning applications received after 26<sup>th</sup> August 2025

### **11. Revised NALC Local Government Service Pay Agreement 2025/2026**

To note the National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2025 to 31 March 2026 and this will be applied to the clerks salary.

### **12. Defibrillators**

To consider options for defibrillators when current lease expires in 2026.  
Options described in defibrillator options review report.

### **13. Playground Maintenance**

To consider any remedial actions required.

### **14. Upcoming road closures in Wilcove**

To note the closure taking place on 15th – 17th September from north Wilcove to the junction south of Coombe Park.

### **15. Parking at Tregantle**

To note the recent unauthorised removal of parking signs and road markings.

### **16. Wilcove Flagpole**

To consider the purchase of a flagpole for Wilcove.

### **17. Wacker Quay Donation**

To consider making a donation to Wacker Quay as we have done in previous years. The requested donation amount is £400+.

### **18. Village Hall availability**

### **19. Items to note**

### **20. Date of next meeting**

Provisional date: Thursday 16<sup>th</sup> October 2025

**NOTE – minutes for this meeting will be available on [www.antony-pc.gov.uk](http://www.antony-pc.gov.uk)**

***Toni Baker***

Clerk to Antony Parish Council  
Email: [clerk@antony-pc.gov.uk](mailto:clerk@antony-pc.gov.uk)

## Appendix 1

### Finance 2025/2026

#### a. Payments approved/to be approved

Payments approved June - Sept 2025	Cheque no	Gross	Vat	Ex vat
David Ralph (DR Grounds) - Grass cutting	300061	£385.00		£385.00
Antony Village Hall donation	300062	£500.00		£500.00
ICO registration fee	300063	£52.00		£52.00
Toni Baker Clerking July 2025	300064	£560.91		£560.91
Enhancscapes	300065	£185.00		£185.00
CALC - Code of Conduct training - Lady Diana Coward	300066	£33.00	£5.50	£27.50
L Parsons	300067	£155.00		£155.00
David Ralph (DR Grounds) - Grass cutting	300068	£345.00		£345.00
Toni Baker Clerking August 2025	300069	£574.96	£0.66	£574.30
<b>Total</b>		<b>£2,790.87</b>	<b>£6.16</b>	<b>£2,784.71</b>
Anticipated expenses to be approved		Gross	Vat	Ex vat
Any additional invoices received in Sept/Oct 2025				
Clerking Sept & Oct 2025 subject to invoice				

#### b. Solar Community Benefit Fund

##### Solar Farm Community Benefit Fund as at 26/08/2025

Antony allocation available 26/08/2025	£704.35
Wilcove allocation available 26/08/2025	£1,474.75
<b>Total Solar fund available</b>	<b>£2,179.10</b>

Expenditure 2025-2026	Net
Antony Village Hall - donation	£500.00
<b>Total expenditure 2025/26</b>	<b>£500.00</b>

## c. Asset Register

### ASSET REGISTER as at 26/08/2025

Date	Item	Purchase Value
Pre Apr-15	Play equipment in Antony	£7,199
Pre Apr-15	Bus Shelter	£8,958
Pre Apr-15	Public seats	£1,780
Pre Apr-15	Play equipment in Wilcove	£6,500
Pre Apr-15	Signs	£85
Pre Apr-15	Telephone box x 2	£2
Jul-15	Neighbourhood watch signs	£80
Oct-15	Wilcove Sign	£304
May-16	Playground eq	£2,010
May-19	Bench	£199
Oct-20	Bench	£1,047
Nov-20	Signs Covid	£96
Dec-20	Grit bins	£450
Jun-21	Replacement swing seats	£367
Sep-21	Play equipment Antony	£7,031
Dec-21	Dog signs	£4
Mar-22	Wilcove play eq	£5,764.00
May-22	Signs	£146
Jul-22	Defibrillators x 2	£2,800
Sep-22	Signage	£11
Sep-23	Mirror replacement	£50
Sep-23	Mirror fitting	£17
Sep-23	Donation of play eq to Antony	£1
Jan-24	Wilcove planters	£246.00
May-24	Noticeboards	£2,032.00
Oct-24	Noticeboard	£1,016.00
Mar-25	Laptop & bag	£344.98
Jul-25	USB Flash drive	£6.94
	<b>TOTAL</b>	<b>£48,547</b>

## d. Bank reconciliation report

Date on bank statement	BANK RECONCILIATION 2025/26	CHEQUE	Payments Dr	Receipts Cr	Total funds
	Adjusted bank accounts 31/3/2025				£12,410.87
	<b>Uncleared from 2024/2025</b>				
13/05/2025	Wilcove Community Association - VE day donation	300036	£200.00		
15/04/2025	Antony Village Hall - VE day donation	300037	£200.00		
17/04/2025	CALC - training courses (year end transparency, Minutes & Agendas)	300038	£132.00		
01/04/2025	David Ralph - DR Grounds, grass control	300039	£405.00		
15/05/2025	Peter Bulmer - reimbursement for village hall post box keys	300040	£12.60		
23/04/2025	SLCC - ILCA & Clerk's manual	300042	£216.90		
	<b>Start of 2025/2026</b>				<b>£12,410.87</b>
29/04/2025	L Parsons	300044	£180.00		£12,230.87
	CALC Subscription (cheque cancelled)	300045	£0.00		£12,230.87
10/04/2025	Lynher Valley Partnership - Antony Bus Shelter rent	300046	£25.00		£12,205.87
10/04/2025	Lynher Valley Partnership - Children's play area rent	300047	£35.00		£12,170.87
10/04/2025	Lynher Valley Partnership - Wilcove moorings & foreshore rent	300048	£441.00		£11,729.87
07/04/2025	Precept			£8,750.00	£20,479.87
07/05/2025	David Ralph (DR Grounds) - Grass cutting	300049	£172.50		£20,307.37
29/04/2025	Linda Coles - LJC Bookkeeping Services - Internal Audit	300050	£185.00		£20,122.37
29/04/2025	Toni Baker Clerking April 2025	300051	£522.47		£19,599.90
16/05/2025	David Ralph (DR Grounds) - Grass cutting	300052	£385.00		£19,214.90
30/04/2025	Bank charges (30/04/25)		£6.00		£19,208.90
02/06/2025	Play Inspection Company	300054	£227.88		£18,981.02
03/06/2025	L Parsons	300055	£415.00		£18,566.02
03/06/2025	Toni Baker Clerking May 2025	300056	£585.26		£17,980.76
16/06/2025	L Parsons	300057	£120.00		£17,860.76
16/06/2025	David Ralph (DR Grounds) - Grass cutting	300058	£345.00		£17,515.76
31/05/2025	Bank charges (31/05/25)		£6.00		£17,509.76
24/06/2025	CALC Subscription (cheque re-issued)	300059	325.36		£17,184.40
04/06/2025	Transaction stop fee (cancelling original CALC cheque)		£8.00		£17,176.40
30/06/2025	Toni Baker Clerking June 2025	300060	£561.80		£16,614.60
09/07/2025	David Ralph (DR Grounds) - Grass cutting	300061	£385.00		£16,229.60
30/06/2025	Bank charges (30/06/25)		£6.00		£16,223.60
30/06/2025	Bank Interest (credit into Instant Access account)			£5.91	£16,229.51
07/08/2025	Antony Village Hall	300062	£500.00		£15,729.51
05/08/2025	ICO registration fee	300063	£52.00		£15,677.51
29/07/2025	Toni Baker Clerking July 2025	300064	£560.91		£15,116.60
06/08/2025	Enhanscapes	300065	£185.00		£14,931.60
20/08/2025	CALC - code of conduct course (Cllr Coward)	300066	£33.00	£5.50	£14,904.10
18/08/2025	L Parsons	300067	£155.00		£14,749.10

31/07/2025	Bank charges (31/07/25)		£6.00		£14,743.10
19/08/2025	David Ralph (DR Grounds) - Grass cutting	300068	£345.00		£14,398.10
	Toni Baker Clerking August 2025	300069	£574.96	£0.66	£13,823.80

<b>Total</b>			<b>£7,349.14</b>	<b>£8,762.07</b>	
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<b>Unity 26/08/2025</b>	<b>Current</b>	<b>£13,375.67</b>
<b>Unity 26/08/2025</b>	<b>Deposit</b>	<b>£1,016.93</b>
<b>Uncleared items</b>		<b>-£574.96</b>

**TOTAL FUNDS AVAILABLE 26/08/2025** **£13,817.64**

**Solar benefit funds available 26/08/2025** **£2,179.10**

**PARISH COUNCIL FUNDS AVAILABLE 26/08/2025** **£11,638.54**

## e. Management report

ANTONY PARISH COUNCIL		
RECEIPTS AND PAYMENTS 2025-26 as 26th August 2025	Budget	Actual
Including Solar Community Benefit Fund	2025/26	2025/26
RECEIPTS	£	£
Brought Forward	£12,411	£12,411
Precept	£17,500	£8,750
Wilcove Moorings	£491	£0
Grants	£0	£0
Ict donation	£0	£0
VAT refund	£500	£0
Solar Benefit fund	£3,083	£0
Donations	£0	£0
Bank Interest	£50	£6
<b>TOTAL RECEIPTS</b>	<b>£21,624</b>	<b>£8,756</b>
PAYMENTS	£	£
VAT	£500	£87
Playground/ noticeboard / Phone box maintenance and repairs	£1,850	£190
Salaries	£7,320	£2,573
Training/ Subscriptions	£1,250	£355
Antony Grass control/plants	£1,600	£1,633
Wilcove Grass control/plants/waste	£2,500	£870
Hall Rent	£250	£0
Bus shelter rent	£50	£25
Children's Play area rent	£50	£35
Wilcove play area rent and noticeboard rent	£50	£0
Wilcove Moorings	£441	£441
Website / Ict equipment/software	£200	-£44
Chairmans fund	£100	£0
Audit fee	£100	£185
Section 137	£500	£0
Solar benefit fund	£3,083	£500
Misc/ Signs/ Wilcove pump	£750	£0
Noticeboard/ Benches	£0	£185
Village celebrations	£0	£0
Election/ reserves	£2,527	£0
Insurance	£780	£0
Clerking exp	£725	£315
<b>TOTAL PAYMENTS</b>	<b>£24,626</b>	<b>£7,349</b>
<b>Profit/ ( Loss)</b>	<b>-£3,002</b>	<b>£1,407</b>
<b>Carry forward</b>	<b>£9,409</b>	<b>£13,818</b>

Toni Baker - Responsible Financial Officer