

Week St Mary Parish Council

Minutes – Thursday, June 6, 2024

1. **Public question time** (15 minutes allowed for this – on matters on the agenda only)
None. 24/112
2. **To receive County Councillor Nicky Chopak’s report on matters arising**
No report. 24/113
3. **To note councillors present**
Cllrs C Slade (chair); I Richardson (vice chair); T Hamlyn; M Johns; S Peters; R Shipton and L Stephens. Also in attendance: S Cleave, clerk. 24/114
4. **To receive apologies for absence with reasons**
Cllr Gubbin – working; Cllr Bolt – working; Cllr Nicky Chopak – unwell. 24/115
5. **To receive Declarations of Interest and approve Dispensations**
None. 24/116
6. **To approve the minutes of:**
Councillors approved the minutes of the Ordinary meeting held on Thursday, May 2, 2024.
Proposed: T Hamlyn Seconded: I Richardson Votes: Six in favour, one abstention 24/117
7. **To receive clerk’s report on matters arising**
The clerk’s report was noted. The clerk to write on behalf of the parish council to Mike Caesar Gordon, who is stepping down from the football club, to thank him for all of his work over the years. 24/118
8. **Planning**
Any late applications received will be discussed under this section
- 8a. **To discuss and make a consultee comment on application:**
None. 24/119
- 8b. **Decisions**
The following decisions were noted:
PA24/00170/PRE – Pre-application advice for re-siting of approved dwelling under permission number PA23/08270. Land south of Burdenwell Cottage, Week St Mary. CLOSED – ADVICE GIVEN

PA22/07929 – Change of use to residential caravan site with 22 residential caravans proposed, together with associated landscaping and infrastructure, and the demolition of existing buildings. Treetops, The Square, Week St Mary. WITHDRAWN

Prior approval for proposed formation, alteration or maintenance of private ways for agricultural or forestry use. Week Orchard, Marhamchurch. PRIOR APPROVAL NOT REQUIRED (PA/AF/TEL/DEM)

Proposed double garage and change of roof covering. The Cottage, Week Orchard. Marhamchurch. WITHDRAWN 24/120

11c. Planning - to note

The following notice was noted:

PA24/03691 – Prior approval for proposed formation, alteration or maintenance of private ways for agricultural or forestry use. Week Orchard, Marhamchurch. 24/121

12. Portfolio Reports:

- **Playground**

Cllr Slade suggested the forms that Cllr Johns fills out for the playground are updated. Cllr Hamlyn had a couple of examples which Cllr Johns will look at. The play inspection is booked. The lower area is open and the cross drain has been completed. A sign is up to stop the traffic, as advised.

Cllr Hamlyn reported that the new dustbin is done by the tea hut. This took a battering the day after he put it up when someone tried to light a fire on the footpath. He has managed to get most of the dents out. 24/122

- **Highways, Footpaths & Greens**

Work on Back Lane has been carried out. Cllr Hamlyn has reported some potholes. There had been a request by a member of the public about a footpath – Wax Hill to the church. The stile is in a bad state of repair. The clerk will report to Cornwall Council. 24/123

13. Correspondence including (all relevant emails forwarded):

The following correspondence was noted: Cornwall Council Town and Parish Council newsletter; Cornwall Council Affordable Housing newsletter; Local council planning training June 13; invitation to the online town and parish council budget update and reminder; North Cornwall CAP meeting information and Teams link June 10. 24/124

14. Community Infrastructure Levy and Community Benefit Fund applications

* None (next round – October)

24/125

15. Agenda items

1. Week St Mary path project

Cllr Peters said it looks like to footpath project will not happen. They are currently still on the funding list, but number six of eight reserves. Cllr Slade expressed thanks to Cllr Peters for all of his work. 24/126

2. Lambley Corner

Cllr Slade reported that the seed had been sown. This was generously donated by Brenda Crocker-White. Cllr Hamlyn has been in contact with Cornwall Council about the posts. Waiting on paperwork. It was noted that someone drove over the corner again. Thanks were extended to Brenda for her generosity. 24/127

3. First aid training

This will be placed on hold, but the clerk will keep an eye out for any available courses. 24/128

4. Citizens Advice Cornwall statistics

Councillors received the latest local statistics and proposed to make a donation of £100.

Proposed: S Peters Seconded: I Richardson Votes: Four in favour, one against and one abstention 24/129

5. Sustainable Bude CIC appeal for volunteers

The correspondence was noted.

24/130

6. Modification of Definitive Map – Downrow
 Councillors received the new information from Cornwall Council and proposed to withdraw its objection.
Proposed: L Stephens Seconded: I Richardson Votes: Unanimous 24/131

7. Vandalism in the parish
 Councillors discussed the incidents of vandalism that have occurred in the playing field and in the village. It was decided to contact the police with the information, and put a piece in the newsletter. 24/132

8. AGAR
 * The end of year financial year finances were agreed and the bank reconciliation was signed. 24/133

* The internal audit was noted. 24/134

* The Annual Governance Statement was reviewed and signed.
Proposed: M Johns Seconded: T Hamlyn Votes: Unanimous 24/135

* The Accounting Statements were reviewed and signed
Proposed: S Peters Seconded: M Johns Votes: Unanimous 24/136

*The Conflict of Interest with BDO LLP form was signed.
Proposed: T Hamlyn Seconded: I Richardson Votes: Unanimous 24/137

16. Accounts

Balances May 29, 2024

- Current account £ 9,596.81
- Reserve account £28,710.56
- Community Benefit Fund £ 1.00 (money to be transferred)

16a. To approve accounts for payment including:

Suzanne Cochrane – Salary May (inc HMRC PAYE)	as per contract
Cornwall Pension Fund (May)	£ 90.96
Suzanne Cochrane (mileage)	£ 32.40
Jamie Sachs – toilets May	£ 120.00
Jamie Sachs – Greens	£ 150.00
EDF Energy – electricity toilets	£ 20.00
Pennon Water – water toilets	£ 54.73
Week St Mary Parish Hall – quarterly payment	£ 500.00
Suzanne Cochrane – ink	£ 61.50
ICO – Data Protection fee	£ 35.00

16b To note income

Reserve account interest £ 35.36

Councillors approved the payments and accounts.
Proposed: T Hamlyn Seconded: R Shipton Votes: Unanimous 24/138

17. Items for July meeting (Wednesday, July 3, 2024)

Financial regulations; trees on village green.

The meeting closed at 8.30pm.