

St Martin – By - Looe Parish Council

Friday, 31st March 2023

WORKING AGENDA, FOR THE ANNUAL PARISH MEETING AT 7.15PM, FOLLOWED BY THE PARISH COUNCIL MEETING AT 7.30PM.

TO BE HELD ON THURSDAY 6th APRIL 2023 AT NO MAN’S LAND MEMORIAL HALL.

The Annual Parish Meeting.

The Annual Parish Meeting.

Agenda Item 1: Apologies for absence.

Agenda Item 2: Minutes of the Annual Parish Meeting held on 7th April 2022.

(Approved at the 5th May 2022 meeting).

Agenda Item 3: Report from the Chair of the Parish Council and Organisations in the Parish.

Agenda Item 4: Matters raised by Parishioners for further discussion and possible Action:

The Parish Council Meeting.

Public Question Time. IMPORTANT PLEASE READ NOTE BELOW.

Agenda Item 1: Declarations of Interest.

Agenda Item 2: Apologies for absence.

Agenda Item 3: Minutes of the Parish Council Meeting held on the 2nd February 2023.

Agenda Item 4: Planning Applications:

4.1.1: Application No: PA23/01183

Proposal: Construction of new house and garage.

Location: Kilmartin, Millendreath, Looe, Cornwall.

Applicant: Mr Chris Biswell.

Grid Ref: 226906 / 54146.

Agenda Item 5: Planning Decisions received by the date of the meeting.

Agenda Item 6: Planning Matters.

Agenda Item 7: Finance.

Agenda Item 8: Reports on Matters arising from the Minutes.

Agenda Item 9: Business received after publication of agenda.

Agenda Item 10: Information received from CC and other Authorities.

Agenda Item 11: New Business.

Agenda Item 12: Around the Table.

Important - please note:

All requests from members of the public to speak at the meeting should be submitted in writing to the Clerk at the address below, at least 48 hours before the meeting.

This will enable the Parish Council to consider the request and respond accordingly. Failure to contact The Clerk may well result in the request to speak being refused.

Charles Hyde (Mr) Clerk to the Council, 8 Trelawny Road, Menheniot, Liskeard. PL14 3TS, 01579 340905

stmartinpc1@btinternet.com www.stmartinbylooe.org.uk

Please note that this Council executes its duty in considering the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights.

St Martin – By - Looe Parish Council

To All Members of the Parish Council.

WORKING AGENDA FOR THE ANNUAL PARISH MEETING AT 7.15PM.

TO BE HELD ON THURSDAY 6th APRIL 2023 AT NO MAN'S LAND MEMORIAL HALL.

Chairman: Robert Henly.

Vice-Chair: Roberta Powley.

Parish Councillors: Barbara Reynolds, Andrea Lankston

Simon Lawes, David Keeble.

Mr Charles Hyde, Clerk and Proper Officer of the Council.

PCSO David Billing.

The Annual Parish Meeting.

Agenda Item 1: Apologies for absence.

County Councillor Armand Toms.

Agenda Item 2: Minutes of the Annual Parish Meeting.

2.1.1: Minutes for the Annual Parish Meeting held on 7th 2022.

Approved at the 5th May 2022 meeting.

Agenda Item 3: St Martin by Looe Parish Council - Chairman's Report 2023

Agenda Item 4: Matters raised by Parishioners for further discussion and possible Action:

There being no other business the meeting closed at

St Martin – By - Looe Parish Council

To All Members of the Parish Council.

WORKING AGENDA, FOR THE PARISH COUNCIL MEETING AT 7.30PM.

TO BE HELD ON THURSDAY 6th APRIL 2023 AT NO MAN’S LAND MEMORIAL HALL.

Chairman: Robert Henly.

Vice-Chair: Roberta Powley.

Parish Councillors: Barbara Reynolds, Andrea Lankston,
Simon Lawes, David Keeble.

Mr Charles Hyde, Clerk and Proper Officer of the Council.

County Councillor Armand Toms.

PCSO David Billing.

Public Question Time and Councillors Comments on Declared Interests:

Agenda Item 1: Declarations of Interest:

Agenda Item 2: Apologies for absence:

Agenda Item 3: Minutes of the Parish Council Meeting:

3.1.1: Minutes for the Parish Council Meeting held on 2nd March 2023 It was proposed by _____ seconded by _____ and agreed unanimously that they be taken as read and signed by the Chairman as a true and accurate record of the meeting.

Agenda Item 4: Planning Applications:

4.1.1: Application No: PA23/01183

Proposal: Construction of new house and garage.

Location: Kilmartin, Millendreath, Looe, Cornwall.

Applicant: Mr Chris Biswell.

Grid Ref: 226906 / 54146.

Agenda Item 5: Planning Decisions received by the date of the meeting:

Application No: PA22/10693.

Proposal: Application for Lawful Development Certificate for an Existing use - residential use.

Location: 95 Hillside Villas Millendreath Holiday Village Millendreath Looe Cornwall PL13 1PF.

Applicant: Mr. Ian Ward.

Cornwall Council’s Decision: Granted.

Agenda Item 6: Planning Matters:

None received.

6.2: Correspondence:

Forwarded by email where possible.

Agenda Item 7: – Finance.

7.1.1: Summary of Accounts.

Reconciled balances date 28/3/2023.

Opening Bank Balances 1 st April 2022	£24,467.15
Income to date	£17,010.74
Expenditure to date	£16,047.22
Balance to date	£25,430.67

7.2: Accounts paid in March 2023.

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks February 2023 expenses.	50.00
BACS	Cornwall Council - Clerks Salary February 2023.	649.98
BACS	Oak Johnson – Parish Paths maintenance	160.00
	Total	859.98

7.3: Income in March 2023.

Date	Description	£	Amount
3-Mar-23	RJ Reynolds AD REVENUE	£	15.00
18-Mar-23	Looe Locksmith AD REVENUE	£	30.00
Various	Bond Interest	£	28.84
	Total	£	73.84

It was proposed by _____ and seconded by _____ that Items 7.1, 7.2 and 7.3 are ratified.

7.4: Requests for Funding received by date of meeting.

None received.

7.5: Receipts and letters of thanks received by the date of the meeting.

None received.

7.6: Financial Business.

7.6.1: Presentation of end of year accounts – Copy attached.

7.6.2: Annual Governance Statement – Presented by the Responsible Finance Officer (the Clerk) for approval by the Parish Council and signed and dated by the Chairman and Responsible Finance Officer at this meeting.

7.6.3: Accounting Statements 2022/2023 - Presented by Responsible Finance Officer (the Clerk) for approval by the Parish Council signed and dated by the Chairman and Responsible Finance Officer at this meeting.

7.6.4: Asset Register: The Clerk has reviewed the Parish Council's assets and updated the register.

7.6.5: VAT Reclaim – Form to be completed. Value £344.70.

7.6.7: Allocated funds – At the end of the financial year the Parish Council's bank balance to date is £25,430.70.

Suggest to be agreed at this meeting, £10,000, will be earmarked for the No Man's Land Play Area. £500 for unexpected election costs, £1000 for replacement IT.

7.6.8: Turnpike Trust Charity – Account closed and funds transferred to St Martins School Trust..

7.6.9: The Blue Accounts Book – To be signed by the Chairman at this meeting.

7.6.10: Certificate of Exemption – Agreed and signed by the Chairman at this meeting.

7.6.10: Conflict of Interest with BDO LLP – Confirm no conflict declared with Audit Co by the Chairman and Clerk signing the appropriate form.

7.7.1: Accounts to be paid in April 2023.

It was proposed by _____ and seconded by _____ that the following be authorised for payment.

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks March 2023 expenses.	50.00
BACS	Cornwall Council - Clerks Salary March 2023.	649.98
BACS	AJ Chudleigh Grass Cutting	480.00
BACS	Chown China Coronation Mugs	584.40
BACS	Donation to Tregoad School for books (delayed payment)	50.00
BACS	<i>Browns Nursery (Springfield Park CG) Payment not on Minutes in June 22</i>	48.80
BACS	<i>B Reynolds (Springfield Park CG) Payment not on Minutes in June 22</i>	41.37
	Total	1,904.55

Agenda Item 8: Reports on Matters arising from the Minutes.

8.1.1: Bay View Farm – Touring caravans seen entering site on 6th and 11th February 2023.

The Clerk contacted the site owner for the reasons for the caravans being on site, he was told these were only two of the seven seasonal pitches returning after having to leave the site for the month of February, as instructed by the Planning Inspectorate, three more are yet to arrive and two will not be coming back. The site does not accept touring caravans other than those with a special long-term agreement. Planning have been approached for clarity, however, there are different interpretations as to whether these are allowed. The site owner has promised to call the Clerk when tourers are due to arrive.

8.1.2: Fly Tipping at 6 Bucklawren Road – Rubbish on the verge is unsightly and causing a visibility issue. The Clerk contacted Environmental Services and Cormac regarding visibility. It was confirmed the verge is Cormac's responsibility and the property owner has been contacted by Cormac the rubbish has now been removed.

8.1.3: 30 MPH signs at Millendreath & dangerous trees – The work has now started on the signs, the trees have been inspected and reported safe, the movement on the footpath is due to the recycled tyres used in the manufacture of the experimental surface used, making the footpath flexible.

8.1.4: Untidy Homes and Gardens, Holland Road Estate – These were reported to Cornwall Housing, Richard Lewis. The Clerk met with Richard on 22nd March at the estate, and did a walk-a-bout, photos were taken and letters will be sent informing residents the rubbish will be removed by Biffa. There may well be a charge for persistent offenders.

8.1.5: Queen Elizabeth II Memorial Tree – A quote for the plaque has been ordered by Councillors Reynolds and Lankston from a business who attend the produce market.

Agenda Item 9: Business received after publication of agenda:

Agenda Item 10: Information received from CC and other Authorities:

10.1.1: Cornwall Council.

Newsletters and Special Bulletins and Notices sent by email.

10.1.2: Other Authorities.

None received.

Agenda Item 11: New Business:

11.1.1. Liskeard & Looe Community Network Panel Meeting.

Location: Lanreath Village Hall, St Marnarchs, Lanreath PL13 2NL.

When: 24 April 2023 19:00 – 21:00.

Agenda Item 12: Around the table:

Councillor Reynolds:

Councillor Lankston:

Councillor Keeble:

Councillor Lawes:

Vice-Chairman:

The Chairman:

County Councillor Armand Toms:

PCSO Dave Billing

Date and Time of Next Meetings: 4th May 2023 at **Annual Parish Council Meeting** at 7.15pm.

The **Parish Council Meeting** at 7.30pm at the No Man's Land Memorial Hall.

There being no other business the meeting closed at