

St Martin – By - Looe Parish Council

Friday, 28th April 2023

WORKING AGENDA, FOR THE ANNUAL PARISH COUNCIL MEETING AT 7.15PM,
FOLLOWED BY THE PARISH COUNCIL MEETING AT 7.30PM.
TO BE HELD ON THURSDAY 4th MAY 2023 AT NO MAN'S LAND MEMORIAL HALL.

The Annual Parish Meeting.

Agenda Item 1: Apologies for Absence.

Agenda Item 2: Election of Officers to serve to May 2024.

Agenda Item 3: Minutes of the Annual Parish Council Meeting held on 5th May 2022 - Approved on 16th June 2022.

Agenda Item 4: St Martin By Looe News – Annual return and report.

Agenda Item 5: Standing Orders/Code of Conduct – Review.

Agenda Item 6: Matters requested to be included in Agenda.

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 Annual Parish Meeting and the Parish Council Meeting held on the 6th April 2023.

Agenda Item 4: Planning Applications:

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

WORKING AGENDA FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON THURSDAY 4th MAY 2023 AT NO MAN'S LAND MEMORIAL HALL AT 7.15PM.

Attended by:

Parish Councillors: Robert Henly, Roberta Powley, Barbara Reynolds, Andrea Lankston, Simon Lawes, David Keeble.

Mrs. Janet Keeble (Stand in Clerk and Proper Officer of the Council).

County Councillor Armand Toms.

PCSO Dave Billing.

Agenda Item1: Apologies for Absence:

Charles Hyde Parish Clerk.

Agenda Item 2: Election of Officers - to serve to May 2024:

Chairman: Councillor Henly relinquished the Chair to the Clerk who asked for nominations for Chairman.

Councillor _____ was nominated by Councillor _____, seconded by Councillor _____, ALL AGREED.

Councillor _____ then took the Chair and thanked the Members for electing him/her.

Vice – Chairman: The Chairman asked for nominations for Vice-Chairman.

Councillor _____ was nominated by Councillor _____, seconded by Councillor _____. ALL AGREED

Data Protection Officer: All agreed that Councillor _____ be appointed to take a special interest in Data Protection.

Rights of Way: All agreed that Councillor _____ be appointed to take a special interest in Rights of Way.

Transport Issues: All agreed that Councillor _____ be appointed to take a special interest in Transport Issues.

Election of Representatives to Outside Bodies - to serve to May 2024:

Memorial Hall Committee: All agreed that Councillor _____ be appointed the Council's representative.

St Martin's School Trust: All agreed that Vice Chairman Powley be appointed the Council's representative.

Cornwall Assoc of Local Councils: All agreed that The Clerk be appointed the Council's representative.

The Clerk would advise the various Bodies of the Council's representatives for the ensuing year.

Agenda Item 3. Minutes of the Annual Parish Council Meeting held on 5th May 2022

Were approved at the meeting on the 16th June 2022.

Agenda Item 4: St Martin-By-Looe News:

4.1.1: Annual Report – An excellent year for the Parish Magazine, all four issues were published on time with a bumper issue for the Queens Platinum Jubilee. Advertising revenue remains strong with a substantial profit being made this year, which will be used to cover the costs of the Coronation Mugs and a new PC to replace the outdated equipment currently used. Many thanks to the regular contributors, without you this would be a much more difficult job to do. Please carry on submitting your items for publication.

Agenda Item 5: Standing Orders/Code of Conduct:

Review if needed, but all upto date.

Agenda Item 6: Matters requested to be included in Agenda:

There being no other business, the meeting closed at: 7.36pm.

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 4th MAY 2023 AT NO MAN'S LAND MEMORIAL HALL.

Attended by

Chairman: Robert Henly.

Vice-Chair: Roberta Powley.

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

Mrs. Janet Keeble (Stand in 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:

Charles Hyde, Parish Clerk.

Agenda Item 3: Minutes of the Parish Council Meeting:

3.1.1: Minutes for the Annual Parish Meeting held on 6th April 2023 It was proposed by Councillor _____ seconded by Councillor _____ and agreed unanimously that they be taken as read and signed by the Chairman as a true and accurate record of the meeting.

3.1.2: Minutes for the Parish Council Meeting held on 6th April 2023 It was proposed by Councillor _____ seconded by Councillor _____ 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:

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

Agenda Item 6: Planning Matters:

6.1.1: Application No: PA23/01183

Proposal: Construction of new house and garage.

Location: Kilmartin, Millendreath, Looe, Cornwall.

Applicant: Mr Chris Biswell.

Grid Ref: 226906 / 54146.

County Councillor Armand Toms has asked for this application to be called into The Planning Committee. The Parish Council now need to nominate a spokesperson, who can prepare and deliver in 2 mins the Parish Councils reasons for rejection of the planning application to the Committee at the meeting.

6.2: Correspondence: Forwarded by email where possible.

Agenda Item 7: – Finance.

7.1.1: Summary of Accounts.

Reconciled balances date 30/04/23.

Opening Bank Balances 1 st April 2023	£25,430.67
Income to date	£6,496.10
Expenditure to date	£1,188.46
Balance to date	£30,738.31

7.2: Accounts paid in April 2023.

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks March 2023 expenses.	73.49
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	1,928.04

7.3: Income in April 2023.

5-Apr-23	Hyde Coronation Mug	£	7.80
5-Apr-23	Keeble Coronation mugs	£	62.40
6-Apr-23	Henly Coronation Mug	£	7.80
6-Apr-23	Lankston Coronation Mugs	£	23.40
10-Apr-23	Lawes Coronation Mugs	£	39.00
12-Apr-23	Precept pt 1	£	5,990.00
25-Apr-23	HMRC Vat Refund	£	344.70
26-Apr-23	Old Bookshop TITHE MAPS	£	21.00
	Total	£	6,496.10

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: Annual Return (Audit) – Has been submitted to the Internal Auditor Sally Farrant for inspection.

Exemption, Updated Contact Details and Conflict of Interest forms have submitted to BDO LLP within the deadline.

All documents except the Internal Audit Report uploaded onto our website in line with the Financial/Transparency Regulations.

7.7.1: Accounts to be paid in May 2023.

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

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks April 2023 expenses.	61.70
BACS	Cornwall Council - Clerks Salary April 2023.	649.98
BACS	Viking Direct – Office Supplies	103.19
BACS	CALC Annual Subscription	249.60
BACS	Cornwall Council – Magazine Printing	50.50
	Total	1114.97

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

8.1.1: Airbnb in Bucklawren Road – Reported to Cornwall Housing who confirmed as long as the visitors staying on site and in the caravan are using facilities in the house (and that can mean making a sandwich) there is nothing that can be done.

Regarding the septic tank that has been referred to the relevant teams.

8.1.2: RTA Looe Hill and former Drug Dealer in Millendreath – The Clerk has asked PCSO to update the Parish Council at the next meeting.

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: Forest for Cornwall are offering a free Landmark Tree - to every parish and town council in Cornwall. Over the last two planting seasons 80 parishes have now planted one of these standard trees to celebrate a local person, place or event. The application is now out for the next planting season (November to March, 2023-24). Discuss, if we should apply and decide on a location (needed for the application).

11.1.2: Tamar Toll Action Group Update - It's been a busy few months for the Tamar Toll Action group (TTAG) Committee as they tour the parish and town councils of SE Cornwall asking for support for their campaign to abolish the Tamar tolls. We have presented our case to Saltash, Torpoint and Liskeard town councils, Pillaton and Calstock parishes and both the Cornwall Gateway and Caradon Community Network Panels – all have given their support and various offers of help; next stop St Mellion parish council in June. We have also had letters of support from the length and breadth of Cornwall – Launceston to Hayle and St Just to name just a few – who recognise that this issue is not just one that affects SE Cornwall, and that it's time to unite our voices to bring about change.

We have been in contact with all of our local MPs and have had productive meetings with both Luke Pollard and Sheryll Murray. We are pleased to report that Sheryll Murray has invited us to work with her and other relevant MPs and Councillors to produce a business case regarding the Tamar Bridge Act to take to Government, so we have been working hard on this. Progress is happening, slowly but surely! We are also getting some much-needed support from the local press which we are very grateful for.

We would really appreciate it if your Parish could consider sending us a letter to support so we can add it to our Facebook page, it means such a lot to our members to know our Cornish neighbours are backing us. We give a shout out to everyone that takes the trouble to write to us and for those that have already done so, thank you so much!

Agenda Item 12: Around the table:

Councillor Reynolds:

Councillor Lankston:

Councillor Keeble:

Councillor Lawes:

Vice Chair Powley:

The Chairman:

County Councillor Armand Toms:

PCSO Dave Billing

Date and Time of Next Meetings: 1st June 2023 **Parish Council Meeting** at 7.30pm at the No Man's Land Memorial Hall.

There being no other business the meeting closed at