

St Martin – By - Looe Parish Council

Friday, 25th November 2022

WORKING AGENDA, FOR THE PARISH COUNCIL MEETING AT 7.30PM, TO BE HELD ON THURSDAY 1st DECEMBER 2022 AT NO MAN’S LAND MEMORIAL HALL.

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 3rd November 2022.

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. – setting 2023/2024 Precept.

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 PARISH COUNCIL MEETING AT 7.30PM, TO BE HELD ON THURSDAY 1st DECEMBER 2022 AT NO MAN’S LAND MEMORIAL HALL.

Chairman: Robert Henly.

Vice-Chair: Roberta Powley.

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

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

PCSO David Billing.

Public Question Time and Councillors Comments on Declared Interests:

Agenda Item 1: Declarations of Interest:

Agenda Item 2: Apologies for absence:

County Councillor Armand Toms.

Agenda Item 3: Minutes of the Parish Council Meeting:

3.1.1: Minutes for the Parish Council Meeting held on 3rd November 2022 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:

None received.

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

5.1.1: Application No: PA22/08425.

Applicant: Mr. P Evans.

Location: Barn At Keveral Manor, St Martin By Looe, Cornwall, PL13 1PA.

Proposal: Prior Approval for conversion of agricultural building to residential dwelling.

Cornwall Council Decision: Prior approval not required.

(Planning decision attached)

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 03/11/22

| | |
|--|------------|
| Opening Bank Balances 1 st April 2022 | £24,467.15 |
| Income to date | £16,627.18 |
| Expenditure to date | £10,87.82 |
| Balance to date | £30,219.51 |

7.2: Accounts paid in November 2022.

| Cheque No | Organisation | Amount |
|-----------|---|---------|
| BACS | CF Hyde – Clerks October 2022 expenses. | 50.00 |
| BACS | Cornwall Council - Clerks Salary October 2022. | 649.98 |
| BACS | CF Hyde – Annual Energy Allowance | 500.00 |
| BACS | Nigel Cummings – Website Hosting and Maintenance, October 2022. | 20.00 |
| BACS | St Martin's School Trust FINAL TURNPIKE TRUST COIF PAYMENT | 14.06 |
| BACS | Looe RNLI Tithe Maps sales | 40.60 |
| BACS | CPRE Annual Subscription | 36.00 |
| BACS | Duchy Defibrillators | 372.00 |
| | Total | 1682.64 |

7.3: Income in November 2022.

| | | | |
|----------|---------------------------|---|-------|
| 7-Nov-22 | Barbara Rivers AD REVENUE | £ | 60.00 |
|----------|---------------------------|---|-------|

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.

7.4.1: Tregoad School Appeal for funds to purchase books – Email sent by the Head of Tregoad School to County Councillor Armand Toms who circulated to all Parish Councils in his ward.

Apologies for the evening email. I just wanted to email to ask a question and wasn't sure if you'd be able to direct me to someone who could support.

We are part of Cornwall Library Service who are fantastic and part of their service is clearing out old/damaged books but when they came the other day, they have cleared around 80% of our books leaving us with a limited amount. Like all businesses, we don't have a big pot of money especially being a small school so I am trying to think of how we can get either someone sponsoring us/a donation/grant to give us the opportunity to buy more books. I would be looking at around £1000-£1500.

I wanted to come to you first as I know you have lots of contacts and wasn't sure if you could advise any starting points?

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

None received.

7.6: Financial Business.

7.6.1: Clerk's Annual Salary Review – Currently paid SCP 27, £13.51 per hour, 11 hours per week, =£148.61. Plus £500 per year energy allowance and £50.00 per month telephone and internet package. Mileage rate 45p (HMRC maximum before expenses become taxable).

NALC recommended rate for SCP 27 in 2023/24 £17.58 per hour, 11 hours per week, = £193.38. Energy Costs need to be reconsidered with an additional £100 in the draft precept.

7.6.2: Parish Council Reserves and Budget Setting for the year 2023/24 – The Parish Council currently holds £30,237 in the bank to pay for budgeted expenditure and allocated reserves including for emergency and unexpected expenditure. The allocated funds need to be reviewed with additional items added to ensure the Parish Council can continue to function.

The current IT is outdated and will need to be replaced £1000 and precept reductions should also be considered. (2 x £800 for years 2023/24 & 2024/25).

A suggested budget of £13,880 should be considered for the 2023/24 year, made up of £11,980.00 precept and £1900 from the Parish Council reserves & LMP Grant.

Remaining reserves should change to:

£10,000 for the play area.

£500 for unexpected election costs (mandatory).

£12,500 for emergencies, unexpected and non-precepted expenditure. (Equivalent to one years precept, (maximum allowed to hold)).

7.6.3: 2023/2024 Precept – The draft precept, as prepared by the Clerk to be discussed.

7.7.1: Accounts to be paid in December 2022.

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

| Cheque No | Organisation | Amount |
|-----------|--|--------|
| BACS | CF Hyde – Clerks November 2022 expenses. | 50.00 |
| BACS | Cornwall Council - Clerks Salary November 2022. | 649.98 |
| BACS | Nigel Cummings – Website Hosting and Maintenance November 2022 | 20.00 |
| BACS | St Martins Village Hall Trust – Hall Hire | 140.00 |
| | Total | 859.98 |

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

8.1.1: Queen Elizabeth II Memorial Tree – Should the Parish Council plant a memorial tree, and if so what type and where? Item published in the Parish Magazine.

8.1.2: Verge outside 5 & 6 Bucklawren Road – The Clerk has attempted to contact Environmental Services, however, requests to talk to someone has resulted in hitting a brick wall. An email has been sent to Environmental Services with our concerns.

8.1.3: Damaged Salt Bin Junction Bucklawren Road and B3253 – County Councillor Armand Toms has repositioned and repaired the salt bin.

8.1.4: Single Track Lane at Widegates – Flooding and muddy due to construction. The Clerk reported our concerns to Morval PC.

8.1.5: Highway condition, Junction Pethick farm and Bucklawren Road – Surface breaking up. The Clerk reported to Cormac Ref: W222024245, who inspected the highway and agreed action was needed.

Agenda Item 9: Business received after publication of agenda:

None received.

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: 2023 Meeting Dates –

| | | |
|--------------------------|--------|---|
| January 5th | 7.30pm | Parish Council meeting. |
| February 2nd | 7.30pm | Parish Council meeting. |
| March 2nd | 7.30pm | Parish Council meeting. |
| April 6th | 7.15pm | Annual Parish Meeting. |
| | 7.30pm | Parish Council Meeting. |
| May 4th | 7.15pm | Annual Parish Council Meeting, election of officers |
| | 7.30pm | Parish Council Meeting. |
| June 1st | 7.30pm | Parish Council meeting. |
| July 6th | 7.30pm | Parish Council Meeting. |
| September 7th | 7.30pm | Parish Council Meeting. |
| October 5th | 7.30pm | Parish Council meeting. |
| November 2nd | 7.30pm | Parish Council Meeting. |
| December 7 th | 7.30pm | Parish Council meeting. |

11.1.2: Road Traffic Regulation Act 1984 S.14: Temporary Prohibition of Traffic.

Location: A387 Between Sandplace and Sandplace Road, St Martin.

Timing: 12th December 2022 to 20th December 2022 (09:30 to 14:30 hours).

Contact: Robert Fellows at BPD & Construction Ltd Tel: Tel: 0787 6662 777

Agenda Item 12: Around the table:

Councillor Reynolds:

Councillor Lankston:

Councillor Keeble:

Councillor Lawes:

Councillor Cummings:

Vice-Chairman:

The Chairman:

County Councillor Armand Toms:

PCSO Dave Billing:

Date and Time of Next Meeting: 5th January 2023 at 7.30pm The **Parish Council Meeting** at the No Man's Land Memorial Hall.

There being no other business the meeting closed at