

St Martin – By - Looe Parish Council

MINUTES FOR THE ANNUAL PARISH MEETING AT 7.15PM TO BE HELD ON THURSDAY 7TH APRIL 2022 AT NO MAN'S LAND MEMORIAL HALL.

Attended by:

Chairman: Robert Henly.

Vice-Chair: Roberta Powley.

Parish Councillors: Barbara Reynolds, Simon Lawes, Nigel Cummings.

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

County Councillor Armand Toms.

The Annual Parish Meeting.

Agenda Item 1: Apologies for absence.

Parish Councillors: David Keeble, Andrea Lankston. PCSO David Billing.

Agenda Item 2: Minutes of the Annual Parish Meeting 2021.

2.1.1: Minutes for the Annual Parish Meeting held on 1st April 2021. It was proposed by Councillor Reynolds, seconded by Vice Chairman Powley and agreed 4 – 1 (Councillor Cummings abstained as he did not attend the meeting) that they be taken as read and signed by the Chairman as a true and accurate record of the meeting.

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

3.1.1: St Martin by Looe Parish Council - Chairman's Report 2022

After months of meeting on Zoom we finally managed to resume face to face meetings in May last year. This made it much easier to conduct meetings and involve all members of the council and members of the public. We have retained the ability to use Zoom for meetings if the need arises such as planning meetings when an answer is required quickly.

2021 was an election year for a new council. Boundary changes mean that Springfield Park is now in St Martin by Looe Parish. The existing councillors all stood for re-election with the exception of Lynn Burt. I would like to thank her for her contribution over several years' service. We welcomed Nigel Cummings to the new council and avoided the cost of an election. Nigel has been a very helpful addition to the council with his expert IT knowledge and has developed a new website which he maintains. My thanks to him for that.

A new virtual pavement has been introduced to link Holland Road with the main road, improving safety. A band of volunteers have constructed a community garden with trees, shrubs, planters and a seat at the entrance to the Holland Road estate much enhancing its appearance. An area at the entrance to Springfield Park has also been cleared to improve its appearance. A Christmas tree was again erected at No Man's Land and we were able to perform a low key lights up ceremony outside. A Christmas tree was also erected at Millendreath.

We have recently had a meaningful meeting to discuss water drainage problems on Bucklawren Road and at Millendreath with Will Glassup from Cormac. Hopefully the solutions we came up with will be carried out during the summer and alleviate flood problems next winter.

My thanks go to my fellow councillors for their support over the year. My thanks to County Councillor Armand Toms for the tremendous support he has given us and continues to give us despite now covering a much larger constituency. Thanks also to PCSO Dave Billings for keeping us up to date with crime in the parish and his help when we have a problem.

Finally, I extend a very big thank on behalf of myself and all the councillors to our clerk Charles for all his hard work to ensure the smooth running of the council in another unusual year and for his work in producing the quarterly newsletters for the parish. Robert Henly 07/04/2022.

3.1.2: No Man's Land Hall Report, March 2022.

We here at No Man's Land Village Hall have like many others faced a very difficult two years, hopefully we are now heading for more stable times.

We have been busy behind the scenes and a lot more work has been done on the hall, including:

- Repairs to the roof.
- New soffits and guttering.
- And we are most proud of our brand-new front doors, bespoke built and they really smarten the front on the village hall up.

As soon as the weather warms up the exterior of the building will have a full repaint, as will the flag pole.

Many thanks go to County Councillor Armand Toms for a donation from his Community Chest that meant we could have the water heater in the kitchen repaired.

We have other projects in the pipeline to help keep the village hall spick and span.

Since restrictions have been lifted the hall has slowly come back to life, two jumble sales, one for Cornwall Air Ambulance and one for Looe Royal British Legion, these were well attended, all left over clothes and bedding from the second jumble sale was donated to a charity sending aid to Poland to help Ukrainian Refugees.

Our Christmas fair had a visit from Father Christmas and we now have also restarted our book fairs.

We have started monthly Local Produce Markets on the 1st Saturday of every month. These are going well and attracting many local sellers and buyers.

Plans are afoot to celebrate the Queens Platinum Jubilee...stay tuned for more!

We hope to plan many more things this year including our popular produce show.

All of the allotments are taken, as are the spaces in the car park.

As usual our very hard-working committee are thin on the ground and we are always looking for new members.

On a personal note, I would like to thank all of the committee of their hard work and dedication to the hall.

A special mention for our Treasurer, Roberta Powley for looking after the hall while it has been closed, doing weekly checks to comply with our insurance and obtaining grants to combine funding for the hall.

Tracey Chudleigh. Chairman.

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

Nothing raised.

There being no other business the meeting closed at 7.25pm.

St Martin – By - Looe Parish Council

MINUTES FOR THE PARISH COUNCIL MEETING AT 7.30PM, TO BE HELD ON THURSDAY
7th APRIL 2022 AT NO MAN'S LAND MEMORIAL HALL.

Attended by:

Chairman: Robert Henly.

Vice-Chair: Roberta Powley.

Parish Councillors: Barbara Reynolds, Simon Lawes, Nigel Cummings.

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

County Councillor Armand Toms.

Public Question Time and Councillors Comments on Declared Interests:

Report from Matt Way, Tregoad General Manager (by email):

1. The last two planning conditions discharged for current development.
2. We will be putting in an application to use the front and triangle field for leisure soon.
3. Visits from MP, Parish and Looe Library Hub Team all went well.
4. Awaiting feedback from our tender application from Looe Council to put a holiday home in Millpool car park, which we will also operate as a tourist information point when the library is shut, if successful.
5. We have sponsored five defibs in Looe.
6. We are launching our Love our Locals 10% cards this week.

Agenda Item 1: Declarations of Interest:

Vice Chairman Powley 5.1.1. Personal The applicant is her God-daughter.

Agenda Item 2: Apologies for absence:

Parish Councillors: David Keeble, Andrea Lankston, PCSO David Billing.

Agenda Item 3: Minutes of the Parish Council Meeting:

3.1.1: Minutes for the Parish Council Meeting held on 3rd March 2022. It was proposed by Vice Chairman Powley, seconded by Councillor Lawes 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: PA22/02422.

Proposal: Extension and alterations to house.

Location: St Uny, No Man's Land, Looe, Cornwall.

Applicant: Mr. A Brown.

Grid Ref: 227510 / 56698.

Parish Council's Decision: Approved. Proposed by Councillor Reynolds, seconded by Vice Chairman Powley. All Agreed.

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

5.1.1.: Application No: PA21/12150.

Applicant: Mrs K Brown.

Location: 6 Bucklawren Road, No Man's Land, Looe, Cornwall, PL13 1QS.

Proposal: Certificate of lawfulness for existing residential outbuildings to north of house

Cornwall Council Decision: *Granted* (CAADs, PIPs and LUs only). See below:

A CAAD is a means of determining what a site could have been used for if the scheme did not exist.

A PiP or Permission in Principle is a fairly new type of planning application introduced in 2018. It is a time limited application and is suitable for certain sites only.

A LU or Planned Land Use corresponds to spatial plans, defined by spatial *planning* authorities, depicting the possible utilization of the land in the future.

Discussions ensued, including how the Parish Council's decision process works when no meeting is called. It was agreed this process needs tightening up as on this occasion the process did not keep everyone informed of the comments made by fellow Parish Councillors, the Clerk accepted responsibility for the breakdown of communication on this occasion. It was suggested the Clerk invite Davina Pritchard to attend one of our meetings to clarify planning procedures in cases such as this.

Also, it was suggested The Clerk write to the CEO of Cornwall Council informing her of the difficulties in obtaining the necessary information to make an informed decision on this application.

Agenda Item 6: Planning Matters:

None received.

6.2: Correspondence:

Forwarded by email where possible and in information pack.

Agenda Item 7: – Finance.

7.1.1: Summary of Accounts.

Reconciled balances date 02/03/2022

Opening Bank Balances 1 st April 2021	£20,729.08
Income to date	£17,360.02
Expenditure to date	£13,621.95
Balance to date	£24,467.15

7.2: Accounts paid in March 2022.

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks February 2022 expenses.	50.00
BACS	Clerks Salary February 2022.	649.98
BACS	Nigel Cummings – Website Hosting and Maintenance, March 2022.	20.00
BACS	Viking Direct – Office Supplies.	69.55
BACS	Looe RNLI – Tithe Map Sale Funds.	668.55
BACS	Cornwall Air Ambulance - donation	100.00
BACS	Looe Defib Appeal - donation	40.00
BACS	Springfield Park Community Garden – donation	50.00
	Total	1648.08

7.3: Income in March 2022.

9-Mar-22	Bank Interest	£	0.07
17-Mar-22	Cornwall Council Community Chest Grant	£	250.00
	Total	£	250.07

It was proposed by Councillor Reynolds seconded by Councillor Lawes that Items 7.1, 7.2 and 7.3 are ratified. ALL AGREED.

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.

7.4.1: Cornwall Air Ambulance – Annual appeal. Email received (below):

A huge thank you to all at St Martin by Looe Parish Council for your continued support.

Peter Henshaw, Volunteer. Cornwall Air Ambulance Trust HQ.

7.4.2: Looe Defibrillator Appeal – Appeal for funds. Letter of thanks received (in information pack).

7.6: Financial Business.

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

Councillor Cummings asked the Clerk for clarification of how the report was put together, how the 'budget' was made up and as to why the 'New Website' shows a spend of £329.99, the Clerk said this also included the cost of three years of virus protection. Councillor Cummings requested the cost of anti-virus software should have been removed from the website costs as the website is 'outsourced' and therefore does not require anti-virus software or any other support costs, other than the £20 a month hosting support agreement. The Clerk agreed that this was an error and should have been under office supplies, and will ensure it is correct for future years.

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 a convenient time after this meeting.

7.6.3: Accounting Statements 2021/2022 - Presented by Responsible Finance Officer (the Clerk) for approval by the Parish Council signed and dated by the Chairman and Responsible Finance Officer at a convenient time after 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 £274.24.

7.6.7: Allocated funds – At the end of the financial year the Parish Council's bank balance to date is £24,467.15.

Suggest to be agreed at this meeting, £6,000 will be earmarked for the No Man's Land Play Area.

7.6.8: Turnpike Trust Charity – Account balance £896.88 of the 31st March 2022.

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

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

7.6.1: Accounts to be paid in March/ April 2022.

It was proposed by The Chairman, seconded by Councillor Lawes that the following be authorised for payment. ALL AGREED.

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks March 2022 expenses.	50.00
BACS	Clerks Salary March 2022.	649.98
BACS	Nigel Cummings – Website Hosting and Maintenance, April 2022.	20.00
BACS	SJ Spree (Springfield Park Community Garden Planters) <i>Paid in March</i>	70.00
BACS	Chown China (Jubilee Mugs) <i>Paid in March</i>	418.80
BACS	Cornwall Council – Magazine Printing. <i>Paid in March</i>	42.08
BACS	CALC – Annual Subscription	242.33
BACS	CF Hyde – Adobe subscription	21.14
		1514.33

7.6: Financial Business:

Nothing to report.

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

8.1.1: Commemorative Platinum Jubilee Mugs – 60 Mugs ordered and delivery expected within the next few days. The Memorial Hall Committee are proposing a community cream tea event.

Email received from the Hall Committee: *Last night at the hall AGM we discussed the Jubilee on the Friday, we are putting on a sing song with the Burraton Boys from Saltash, plus supper,*

(confirmation pending). On the Monday a cream tea when the children can collect their mugs, this is where the Parish Council come in, if each Parish Councillor provides scones or splits, we will do jam, cream and ice cream.

Discussions ensued and it was pointed out the Monday is not a bank holiday therefore the date needs to be amended; Vice Chairman Powley will report this to the Hall Committee.

8.1.2: Millendreath Post Box – The Post Office have replaced the post box and it is now in use.

8.1.3: Springfield Park Community Garden Project – A grant for £250 has been approved and paid by Cornwall Council from the Community Chest Grant Fund.

Agenda Item 9: Business received after publication of agenda:

9.1.1: Parish Council Working Practices and Procedures - With reference to the email sent to you all by Councillor Cummings.

This item was covered during discussions on item 5.1.1.

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

10.1.1: Cornwall Council.

Communities and Devolution team – Newsletters and Special Bulletins and Notices sent by email.

Cash for Communities to Kick Start Projects – Press release.

10.1.2: Other Authorities.

Looe Flood Defence and Regeneration Scheme – Press Release.

Glasdon – Products for local councils.

Elan City – Products for local councils.

Clerks and Councils Direct – March 2022 issue.

Agenda Item 11: New Business:

11.1.1: South West Coast Path – Following communication from Caroline Petherick about the delay to work on the SWCP, the following reply has been received:

Dear Caroline. Thank you for your email.

The South West Coast Path works went out to tender last year and a company was appointed to carry out the works as agreed. Unfortunately, the company that won the tender has now entered into liquidation before they were able to start the project and as a consequence of this, Cornwall Council have had to re-tender the works. I believe this is currently being advertised.

Unfortunately, this matter was totally unexpected and out of our control and has caused a number of problems with coast path improvement works County wide and as soon as we know more, we will be in a position to give you a further update.

Kind regards

Katie Jose | Countryside Officer (Information), Cormac | Highways & Environment

Agenda Item 12: Around the table:

Councillor Reynolds:

Nothing raised.

Councillor Lawes:

The Spinney, Millendreath – The Enforcement Officer has visited the site and a case has been opened.

Holiday Village – Villa leases – Letters have been received informing owners that new leases were on offer for their properties.

Millendreath Village sign – Can this be repainted by the residents? The Clerk will ask Cormac.

Councillor Cummings:

Nothing raised.

Vice-Chairman:

New Buses – Can the Clerk get hold of a new bus timetable and post on social media and the Website.

The Chairman:

Nothing raised.

County Councillor Armand Toms:

Cornwall Council Staff – There have been considerable cuts in Cornwall council staff, so many changes have occurred in all departments, staff who the Parish Council worked with may well no longer be working for the Council so new relationships will have to be formed.

Second and holiday Homes in the Parish – The latest stats show 71 second homes and 41 holiday lets.

Housing Register – Currently there are 21 listed as needing homes in the parish.

PCSO Dave Billing:

Date and Time of Next Meeting: 5th May 2022 at 7.15pm **The Annual Parish Council Meeting** followed by at 7.30pm The **Parish Council Meeting** at the No Man's Land Memorial Hall.

There being no other business the meeting closed at 9.30pm.

Expenditure 2021/22

Item	Budget	Actual	Plus/Minus	Percentage	
Insurance	£ 400.00	£ 381.56	-£ 18.44	95%	On Budget
Parish Paths	£ 180.00	£ 120.00	-£ 60.00	67%	On track
Clerks Salary	£ 7,727.72	£ 7,698.60	-£ 29.12	100%	On Budget
CDC Admin fee	£ 72.00	£ 72.00	£ -	100%	On Budget
Clerks Expenses -All	£ 1,100.00	£ 1,175.06	£ 75.06	107%	Slightly over
Office Supplies	£ 200.00	£ 103.60	-£ 96.40	52%	On Budget
Defib Annual Cost	£ 280.00	£ 280.00	£ -	100%	On Budget
Election cost	£ 250.00	£ 255.00	£ 5.00	102%	On Budget
Hall Hire and Zoom	£ 150.00	£ 107.97	-£ 42.03	72%	On Budget
Subscriptions	£ 250.00	£ 236.89	-£ 13.11	95%	On Budget
Misc & contingency	£ 650.00	£ 860.17	£ 210.17	132%	£290 was repaid from Tregoad sponsorship
Grass Cutting/Weed spray	£ 680.00	£ 635.00	-£ 45.00	93%	On Budget
Data protection	£ 40.00	£ 35.00	-£ 5.00	88%	On Budget
Section 137	£ 50.00	£ 50.00	£ -	100%	On Budget
Grants & gifts	£ 150.00	£ 100.00	-£ 50.00	67%	On Budget
British Legion Wreath	£ 20.00	£ 20.00	£ -	100%	On Budget
Audit fees	£ 50.00	£ 50.00	£ -	100%	On Budget
New Website	£ 350.00	£ 329.99	-£ 20.01	94%	On Budget
Salt bins	£ 250.00	£ -	-£ 250.00	0%	On Budget
VAT	£ -	£ 274.24	£ 274.24	#DIV/0!	
Parish magazine	£ -	£ 168.32	£ 168.32	#DIV/0!	Paid for by Ad revenue
Community development	£ -	£ -	£ -	#DIV/0!	
From Reserves	£ -	£ 668.55	£ 668.55	#DIV/0!	Tithe Map Money
Total budget & expenditure	£ 12,849.72	£ 13,621.95	£ 497.99	106%	

Income

Precept	£ 12,849.72
Grants and Paths	£ 712.75
Bank Interest	£ 0.84
VAT refund	£ 2,138.16
Tithe Map	£ 668.55
Misc	£ 290.00
Advertising revenue	£ 700.00
Total Income	£ 17,360.02

St Martin-By-Looe News

Advertising revenue	£ 700.00
Print costs	£ 168.32
Profit	£ 531.68