

St Martin – By - Looe Parish Council

Friday, 1st April 2022

WORKING AGENDA, FOR THE ANNUAL PARISH MEETING AT 7.15PM, FOLLOWED BY THE PARISH COUNCIL MEETING AT 7.30PM, TO BE HELD ON THURSDAY 7th APRIL 2022 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 1st April 2021.

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 of the 3rd March 2022.

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

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 7TH APRIL 2022 AT NO MAN'S LAND MEMORIAL HALL.

Chairman: Robert Henly.

Vice-Chair: Roberta Powley.

Parish Councillors: Barbara Reynolds, Andrea Lankston

David Keeble. Simon Lawes, Nigel Cummings.

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

County Councillor Armand Toms.

PCSO David Billing.

The Annual Parish Meeting.

Agenda Item 1: Apologies for absence.

Agenda Item 2: Minutes of the Annual Parish Meeting of the 1st April 2021.

2.1.1: Minutes for the Parish Council Meeting held on 3rd March 2022. It was proposed by [redacted] and seconded by [redacted] and agreed unanimously that they be taken as read and signed by the Chairman as a true and accurate record of the meeting. (Attached).

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:

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 7th APRIL 2022 AT NO MAN'S LAND MEMORIAL HALL.

Chairman: Robert Henly.

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Parish Councillors: Barbara Reynolds, Andrea Lankston

David Keeble. Simon Lawes, Nigel Cummings.

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 3rd March 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:

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

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

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.

Agenda Item 6: Planning Matters:

None received.

6.2: Correspondence:

Forwarded by email where possible and in information pack (if needed).

Agenda Item 7: – Finance.

7.1.1: Summary of Accounts.

Reconciled balances date 02/03/2022

Opening Bank Balances 1 st April 2022	£24,467.15
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 _____ 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.

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.

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 £841.33 of the 31st March 2021.

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

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
		1493.19

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.*

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.

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.

10.1.2: Other Authorities.

None received.

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:

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 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

St Martin – By - Looe Parish Council

MINUTES FOR THE ANNUAL PARISH MEETING AT 7.15PM TO BE HELD BY ZOOM AND TELEPHONE ON THURSDAY 1ST APRIL 2021.

Attended by:

Chairman: Robert Henly.

Vice-Chair: Roberta Powley.

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

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

County Councillor Armand Toms.

The Annual Parish Meeting.

Agenda Item 1: Apologies for absence.

PCSO David Billing.

Agenda Item 2: Minutes of the Annual Parish Meeting held on 4th April 2019 (approved 2nd May 2019). No meeting held in 2020.

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

3.1.1: Report from the Chair of the Parish Council

The past year has been a very different year for the Parish Council and the parish as a whole. This time last year we were just entering the first national lockdown aimed at controlling the spread of the Covid 19 global pandemic and we had to suspend all face-to-face meetings. However, after a couple of months we were able to resume virtual meetings using zoom. My thanks to the clerk for setting up these meetings and to all the councillors who embraced the concept despite some reservations. I look forward to resuming face to face meetings in the not-too-distant future although it would be good if we were to retain the ability to hold virtual meetings when necessary between monthly meetings enabling us to discuss matters such as planning which arise and need a more immediate answer.

Despite these restrictions it has been a surprisingly busy year for the Parish Council. One of the big achievements was to finally see the construction of a purpose-built bus shelter at No Man's Land to give a much safer and well protected space for passengers especially the school children. My particular thanks to the clerk who helped drive this project which was partially financed by his efforts at selling advertising in the Parish Newsletter.

A new pavement has now been constructed to link Holland Road with the main road, improving safety which will be further enhanced when a virtual pavement is marked on the narrow section of road. This leaves a grassed section which is to be developed by volunteers to create a community garden with the addition of planters, trees, shrubs and a bench. My thanks to all those involved in this project which will improve the appearance of the entrance to Holland Road estate. A Christmas tree was again erected at No Man's Land but sadly we were not able to hold a lights-up ceremony due to restrictions. Let's hope we will be back to normal next year.

New dog refuse bins have been erected at the entrance to Looe Country Park and Windsworth. My thanks to those who have agreed to keep these bins emptied.

A new notice board has been provided in Millendreath. My thanks to Councillor Lawes for erecting this so swiftly and professionally. The road at Millendreath and May Lane has recently been resurfaced which is a great improvement.

The Parish Council now has a new website. It is very impressive and was created by local resident Nigel Cummings. My thanks to him for such a professional job and for agreeing to monitor it in the future.

This is an election year and a new council will be elected on 6th May with the new Parish Boundaries. My thanks go to my fellow councillors for their support over the year and particular thanks to those councillors not seeking re-election this year. My thanks to County Councillor

Armand Toms for the tremendous support he has given us and I wish him well in his bid for the new larger constituency he now finds himself in. 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 this strange year and for his work in producing the quarterly newsletters for the parish.

Robert Henly 01/04/2021

3.1.2: Report from the Chair of No Man's Land Memorial Hall

It has been a very unusual year for the hall, we have remained closed for over a year now. But we hope that with the road map working we will be able to open again in late June or early July.

We don't yet know what the new normal will be, but rest assured the hall committee will be following all guidelines issued by the government, we ask that all people attending the hall kindly wear face masks unless exempt and to use hand sanitisers.

Without any income for a year, we have had some grant funding, this has enabled us to pay our essential bills and plan some repair work on the fabric of the building.

All of our allotments are taken and the car park has its full quota of resident permits taken up.

We look forward to welcoming everyone back to the hall in the near future, and hope it will become the community hub once more.

Tracy Chudleigh, Chair No Man's Land Memorial Hall.

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

There being no other business the meeting closed at 7.30pm

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