

# St Martin – By - Looe Parish Council

Friday, 1<sup>st</sup> December 2023

WORKING AGENDA, FOR THE PARISH COUNCIL MEETING AT 7.30PM. TO BE HELD ON THURSDAY 7<sup>th</sup> DECEMBER 2023 AT NO MAN'S LAND MEMORIAL HALL.

## AGENDA

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 2<sup>nd</sup> November 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. ***Including Precept for 2024/25.***

**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](mailto:stmartinpc1@btinternet.com) [www.stmartinbylooe.org.uk](http://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 PARISH COUNCIL MEETING AT 7.30PM. TO BE HELD ON THURSDAY 7<sup>th</sup> DECEMBER 2023 AT NO MAN'S LAND MEMORIAL HALL.

Chairman: Robert Henly.  
Vice Chairman: Roberta Powley,  
Parish Councillors: Andrea Lankston,  
Simon Lawes, David Keeble.  
Charles Hyde Parish Clerk and RFO  
County Councillor Armand Toms.  
PCSO Dave Billing.

## **Public Question Time and Councillors Comments on Declared Interests:**

### **Agenda Item 1: Declarations of Interest:**

### **Agenda Item 2: Apologies for absence:**

Parish Councillors: Barbara Reynolds, Jill Spicer.

### **Agenda Item 3: Minutes of the Parish Council Meeting:**

**3.1.1: Minutes for the Parish Council Meeting held on 2<sup>nd</sup> November 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:**

5.1.1: Application No: **PA23/08498**

**Proposal:** Certificate of lawfulness for the existing use of amenity space associated with the caravan park including storage and recreation uses.

**Location:** Looe Country Park Caravan And Campsite, Bucklawren Road, No Mans Land ,Looe PL13 1QS.

**Applicant:** Ms Jill Spicer.

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

### **Agenda Item 6: Planning Matters:**

None to discuss.

### **6.2: Correspondence:**

Forwarded by email where possible.

### **Agenda Item 7: – Finance.**

#### **7.1.1: Summary of Accounts.**

#### ***Reconciled balances date 00/00/2023.***

Opening Bank Balances 1 <sup>st</sup> April 2023	£25,430.67
Income to date	£13,174.92
Expenditure to date	£9,081.69
Balance to date	£29,523.90

## **7.2: Accounts paid in November 2023.**

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks October expenses.	50.00
BACS	Cornwall Council – Clerks Salary October 2023.	649.98
BACS	Adobe Software to convert PDF's for Parish Magazine	21.14
BACS	B Reynolds – from Community Garden grant held by PC	9.98
BACS	Office rental and energy costs (Annual charge)	600.00
BACS	CPRE Annual Subs	36.00
	Total	1367.10

## **7.3: Income in November 2023.**

B Reynolds AD REVENUE		£	15.00
R Stead AS REVENUE		£	30.00
	Total	£	45.00

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.**

None received.

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

### **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 £18.58 per hour, 11 hours per week, = £204.38. + 38%.

**Clerks recommendation** – Increase to £14.50 per hour, 11 hours per week, = £159.50. + 7%. Plus £600 per year energy and home use allowance (unchanged) and £50 per month telephone and internet package (unchanged).

**7.6.2: Parish Council Reserves and Budget Setting for the year 2024/25** – The Parish Council currently holds £29,523.90 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.

### **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: End of year finance report** – Presented by the Clerk.

**7.6.4: 2024/2025 Precept** – The draft precept, as prepared by the Clerk was discussed. £800 to be deducted as agreed last year to reduce Parish Council's reserves.

### **7.7.1: Accounts to be paid in December 2023.**

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

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks November expenses.	50.00
BACS	Cornwall Council – Clerks Salary November 2023.	649.98
BACS	Duchy Defibrillators Annual fees	372.00
	Total	1071.98

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

**8.1.1: Bus Shelter Lighting** – A solar light for the entrance to the bus shelter is acceptable and would cost approx. £35.

**8.1.2: Buses Not Stopping** – Email received from Citybus.

Good Afternoon Mr Hyde,

Thank you for contacting Go South West.

Your complaint, GCBPC 0581, has been investigated and consequently closed.

This is regarding the performance of the 73 service.

Unfortunately, the reduction in service was due to low passenger usage. We know exactly how many passengers are getting on services, and which services consistently show lower passenger numbers. In this climate, it is simply not viable, financially nor environmentally, to be running services with very few passengers on board.

Additionally, it is not the case that SE Cornwall buses are the older vehicles.

In fact, when we made the bid for the routes, the Cornwall Council made it a stipulation that the new routes would be serviced by newer vehicles, and not second-hand ones from Plymouth. Breakdowns are sometimes unavoidable, and the newer buses are often more complicated to fix, which is why we get issues.

This week has been a difficult one and we know there was one breakdown, with the additional weather disruption, we do appreciate there has been plenty of disruption.

We do apologise for this and expect it to be better going forward.

Best wishes,

Shanelle. **Customer Experience Team Plymouth Citybus**

Also Email received from Cornwall Council which is hoped will help drivers see the bus stop.

Good morning,

I would like to advise you that the works to add the Bus Stop Road markings have been planned for 13<sup>th</sup> November 2023. If this should change, we will of course let you know.

Kind regards.

**Chris Deakin** | Senior Transport Officer- Bus Operations

Cornwall Council | Sustainable Growth and Development| Transport Coordination Service

**8.1.3: Darkness of the road by the bus stop and crossing –**

Quote received from Cornwall Council.

Hi Charles,

I would have thought something in the region of £750, there is a National Grid pole on the other side of the road that could be used if they agree but in my professional opinion a singular light can make things much more difficult for drivers, affecting night vision, casting shadows, making some objects more difficult to see, especially on a fairly major road junction. Always better and wiser to light the whole area/junction properly.

Kind regards,

Mark Vincent.

ITC Operations Officer

Transport & Infrastructure

Economic Growth and Development

Cornwall Council

**8.1.4: Millendreath Noticeboard** – A quote is being prepared for a Weatherproof UPVC Window type noticeboard at Millendreath, the quote is from Weatherproof Systems Ltd, Millendreath, Mr. Terry Luscombe, who is liaising Simon Lawes.

## **Agenda Item 9: Business received after publication of agenda:**

**9.1.1: Email received from Andrea Lankston, East Looe Town Trust:**

Don't know if you want/need to know but the bathing water quality league table has been published for 2023 Millendreath scored as Good.

<https://www.gov.uk/government/publications/bathing-waters-in-england-compliance-reports>

## **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:**

**2024 Meeting Dates.**

January 11 <sup>th</sup>	Parish Council Meeting.	7.30pm.
February 1 <sup>st</sup>	Parish Council Meeting.	7.30pm.
March 7 <sup>th</sup>	Parish Council Meeting.	7.30pm.
April 4 <sup>th</sup>	Annual Parish Meeting.	7.15pm.
	Parish Council Meeting.	7.30pm.
May 2 <sup>nd</sup>	Annual Parish Council Meeting	7.15pm.
	Parish Council Meeting.	7.30pm.
June 13 <sup>th</sup>	Parish Council Meeting.	7.30pm.
July 4 <sup>th</sup>	Parish Council Meeting.	7.30pm.
September 5 <sup>th</sup>	Parish Council Meeting.	7.30pm.
October 3 <sup>rd</sup>	Parish Council Meeting.	7.30pm.
November 7 <sup>th</sup>	Parish Council Meeting.	7.30pm.
December 5 <sup>th</sup>	Parish Council Meeting.	7.30pm.

**Agenda Item 12: Around the table:**

***Councillor Lankston:***

***Councillor Lawes:***

***Councillor Keeble:***

***Vice Chair Powley:***

***The Chairman:***

***County Councillor Armand Toms:***

***PCSO Dave Billing:***

Date and Time of Next Meetings: Thursday 11th January 2023 **Parish Council Meeting** at 7.30pm at the No Man's Land Memorial Hall.

There being no other business the meeting closed at