St Martin – By - Looe Parish Council

Friday 29th November 2024

WORKING AGENDA, FOR THE PARISH COUNCIL MEETING AT 7.30PM. TO BE HELD ON THURSDAY 5th DECEMBER 2024 AT NO MAN'S LAND MEMORIAL HALL.

The Parish Council Meeting.

Public Question Time. <u>IMPORTANT PLEASE READ NOTE BELOW.</u>

Agenda Item 1: Declarations of Interest. **Agenda Item 2:** Apologies for absence.

Agenda Item 3: Minutes of The Parish Council meetings held on the 3rd October & 7th November

2024.

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 of the 2025/25 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

clerk@stmartinbylooepc.org.uk www.stmartinbylooe-pc.gov.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 5th DECEMBER 2024 AT NO MAN'S LAND MEMORIAL HALL.

Chairman: Robert Henly. Vice-Chair: Roberta Powley.

Parish Councillors: Barbara Reynolds, Andrea Lankston (by Teams).

Jill Spicer, Simon Lawes, David Keeble.

County Councillor Armand Toms.

Charles Hyde, Parish Clerk & 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:

Matt Way.

Agenda Item 3: Minutes of the Parish Council Meeting:

3.1.1: Minutes for the Parish Meeting held on 3rd October 2024 It was proposed 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 Meeting held on 7th November 2024** 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: None received.

Agenda Item 5: Planning Decisions received by the date of the meeting: None received.

Agenda Item 6: Planning Matters:

None received.

6.2: Correspondence:

Forwarded by email where possible.

7.1.1: Summary of Accounts.

Reconciled balances date 05/12/24.

Opening Bank Balances 1st April 2024 £25,227.05 Income to date £13,462.23 Expenditure to date £9,154.40 Balance to date £29,534.88

7.2: Accounts paid in November 2024.

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks October 2024 Internet package & expenses.	50.00
BACS	Cornwall Council - Clerks Salary October 2024.	722.93
BACS	HP Instant Ink and paper (Monthly subscription) paid by C Hyde	8.98
BACS	Office Rental and Energy Costs (Annual Charge)	600.00
BACS	CPRE Annual Subscription	36.00
BACS	Microsoft 365 Annual Subscription	59.99
	Total	1477.90

7.3: Income in November/December 2024.

8-Nov-24	S Wills AD REVENUE		£	30.00
3-Dec-24	Scott Parry AD REVENUE		£	60.00
3-Dec-24	RJ Reynolds AD REVENUE		£	15.00
30-Nov-24	Bond interest		£	55.39
		Total	£	160.39

It was proposed by 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.

7.5.1: Cornwall Air Ambulance – Thank you card for the donation.

7.6: Financial Business.

7.6.2: Parish Council Reserves and Budget Setting for the year 2025/26 – The Parish Council currently holds £29,534.88 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:

£9.000 for the play area. (reduced by £1000 to cushion the 18% increase).

£500 for unexpected election costs (mandatory).

£14,000 for emergencies, unexpected and non-precepted expenditure. (Equivalent to one years precept, (maximum allowed to hold).

Precept remaining unspent £4,137.60.

Total £27,637.60. £1897.28 more than the bank balance plus reserves, plus precept unspent, however Approx £600 is unspent advertising profit and cannot be used for Parish Council business. Leaving £1,297.28 to allocate.

7.6.3: End of calendar year finance report – Presented by the Clerk.

7.6.4: 2025/2026 Precept – The draft precept, as prepared by the Clerk is attached.

£800 to be deducted as agreed last year to reduce Parish Council's reserves.

7.6.5: Bleed UK contract – To maintain the Bleed kits installed in the Defibrillator at No Man's Land. £40 plus VAT PA. – Discuss and agree or disagree.

7.7.1: Accounts to be paid in December 2024.

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

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks November 2024 Internet package & expenses.	50.00
BACS	Cornwall Council - Clerks Salary November 2024.	722.93
BACS	HP Instant Ink and paper (Monthly subscription) paid by C Hyde	5.49
BACS	Western Web – Domain change charge Re: .gov.uk	126.00
BACS	Western Web – Hosting fee	96.00
	Total	1000.42

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

8.1.1: Drain outside No 7 Holland Road – Still bubbling with fresh water, it looks like a burst pipe underground. The Clerk reported again and SWW claim there is no leak and Cormac claim they are aware of the issue.

Agenda Item 9: Business received after publication of agenda:

None received.

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

10.1.1: Newsletters and Special Bulletins and Notices sent by email.

Agenda Item 11: New Business:

11.1.1: Website Domain Change - Our website is now www.stmartinbylooe-pc.gov.uk

Agenda Item 12: Around the table:

Councillor Reynolds:
Councillor Keeble:
Councillor Lawes:
Councillor Spicer:
Councillor Lankston:
Vice Chair Powley:
The Chairman:

County Councillor Armand Toms:

PCSO Dave Billing

Date and Time of Next Meetings: 9th January 2025, **Parish Council Meeting** at 7.30pm at the No Man's Land Memorial Hall.

There being no other business the meeting closed at

2025 Meeting Dates.						
9 th January	Parish Council meeting.	7.30pm				
6 th February	Parish Council meeting.	7.30pm				
6 th March	Parish Council meeting.	7.30pm				
3 rd April	Annual Parish Meeting	7.15pm				
	Parish Council Meeting.	7.30pm				
8 th May	Annual Parish Council Meeting.	7.15pm				
	Parish Council Meeting.	7.30pm				
12 th June	Parish Council Meeting.	7.30pm				
3 rd July	Parish Council Meeting.	7.30pm				
4 th September	Parish Council Meeting.	7.30pm				
2 nd October	Parish Council Meeting.	7.30pm				
6 th November	Parish Council Meeting.	7.30pm				
4 th December	Parish Council Meeting.	7.30pm				

December 2024 Finance Report.

2023/2024

Item	Amount budgeted		Ac	Actual Spent to date		s/Minus	Percentage	
Insurance	£	500.00	£	424.58	-£	75.42	85%	On Budget
Parish Paths	£	180.00	£	70.00	-£	110.00	39%	No invoice for this year as yet.
Clerks Salary	£	8,580.00	£	5,658.89	-£	2,921.11	66%	On Budget
CDC Admin fee	£	72.00	£	48.00	-£	24.00	67%	On Budget
Clerks Expenses -All	£	1,300.00	£	1,000.00	-£	300.00	77%	On Budget
Office Supplies	£	250.00	£	81.57	-£	168.43	33%	Lower costs
Defib Annual Subs	£	400.00	£	-	-£	400.00	0%	No invoice as yet.
Street Furniture	£	150.00	£	-	-£	150.00	0%	On Budget
Hall Hire/Zoom	£	170.00	£	-	-£	170.00	0%	No invoice as yet.
Subscriptions	£	280.00	£	254.45	-£	25.55	91%	On Budget
Misc & contingency	£	300.00	£	125.00	-£	175.00	42%	.gov.uk domain cost.
Grass Cutting/Weed spray	£	600.00	£	-	-£	600.00	0%	No invoice as yet.
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	£	19.99	-£	0.01	100%	On Budget
Audit fees	£	100.00	£	100.00	£	-	100%	On Budget
Website Hosting	£	150.00	£	72.00	-£	78.00	48%	Cheaper supplier
Salt bins	£	-	£	-	£	-	#DIV/0!	Not spent
VAT	£	-	£	102.38	£	102.38	#DIV/0!	To be reclaimed
Parish magazine	£	-	£	138.12	£	138.12	#DIV/0!	Cost covered by Ad revenue
Community development	£	-	£	-	£	-	#DIV/0!	
From Reserves	£	<u>-</u>	£	-	£		#DIV/0!	
Total budget & expenditure	£	13,292.00	£	8,279.98	-£	5,114.40	62%	

Income

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Precept	£	12,366.00
Grants	£	-
Bank Interest	£	162.47
VATrefund	£	448.37
Misc	£	-
Parish paths	£	-
Tithe Map	£	-
Advertising revenue	£	355.00
Total Income	£	13,331.84

St Martin-By-Looe News

Advertising revenue to date	£	355.00
Print costs (anticipated)	£	138.12
Profit/Loss	£	216.88

Profit for community

St Martin By Looe Parish Council

Draft Precept 2025/26

Item 2024/25		2035/26 %			Explanation		
Insurance	£	500	£	480	-4%	No Change	
Parish Paths	£	180	£	180	0%	No Change	
Clerks Salary	£	8,580	£	8,592	0%	Adjusted to correct figure as last year part was at old salary	
Salary Admin	£	72	£	72	0%	No Change	
Clerks Expenses/Office cost	£	1,300	£	1,200	-8%	No Change	
Office Supplies	£	250	£	125	-50%	No Change	
Defib Annual Costs	£	400	£	440	10%	To cover Bleed Contract.	
Hall Hire	£	170	£	170	0%	No Change	
Subscriptions	£	280	£	270	-4%	No Change	
Grass Cutting	£	600	£	700	17%	Additional cutting and weeding.	
Misc & Contingency	£	300	£	260	-13%	No Change	
Street Furniture/Fingerposts	£	150	£	-	-100%	Maintainance if required from reserves.	
Training	£	-	£	300	#DIV/0!	New cost	
Election Cost	£	-	£	1,774	#DIV/0!	Huge cost increase over previous years due to only a 2 way split as opposed to 3.	
Data Protection	£	40	£	35	-13%	No Change	
Section 137	£	50	£	50	0%	No Change	
Grants/gifts	£	150	£	150	0%	No Change	
Remembrance Wreath	£	20	£	20	0%	Actual cost	
Bank Charges	£	-	£	80	#DIV/0!	New Monthly Charges	
Audit fees	£	100	£	100	0%	New Auditor fee.	
Salt Bins	£	-	£	-	#DIV/0!	From reserves if needed.	
Magazine	£	-	£	-	#DIV/0!	Advertising revenue covering costs.	
Website hoasting	£	150	£	200	33%	Additional cost due to hoasting email accounts and .gov.uk domain	
Expenditure budget	£	13,292	£	15,198	14%	£	1,906
LMPGrant	£	126	£	135	7%	Confirmed	
From reserves reduction	£	800	£	1,000	25%	increase	, and the second
Precept requested	£	12,366	£	14,063	14%	£	1,697

