

St Martin – By - Looe Parish Council

Friday 3rd January 2025

WORKING AGENDA, FOR THE PARISH COUNCIL MEETING AT 7.30PM. TO BE HELD ON THURSDAY 9th JANUARY 2025 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 5th December 2024.

Agenda Item 4: Planning Applications:

4.1.1: Application No: PA24/09814.

Proposal: Application for a Lawful Development Certificate for the existing use of Looe Country Park Caravan and Campsite, as outlined in red on the accompanying Site Location Plan, as a caravan site continuously in breach of Condition 2 of planning permission Ref 5/74/0760.

Location: Looe Country Park Caravan and Campsite, Bucklawren Road, No Mans Land, Looe.

Applicant: Ms Jill Spicer.

Grid Ref: 228135 / 55846.

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

clerk@stmartinbylooe.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 9th JANUARY 2025 AT NO MAN'S LAND MEMORIAL HALL.

Chairman: Robert Henly.

Vice-Chair: Roberta Powley.

Parish Councillors: Barbara Reynolds, Andrea Lankston.

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:

Agenda Item 3: Minutes of the Parish Council Meeting:

3.1.1: Minutes for the Parish Meeting held on 5th December 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:

4.1.1: Application No: PA24/09814.

Proposal: Application for a Lawful Development Certificate for the existing use of Looe Country Park Caravan and Campsite, as outlined in red on the accompanying Site Location Plan, as a caravan site continuously in breach of Condition 2 of planning permission Ref 5/74/0760.

Location: Looe Country Park Caravan and Campsite, Bucklawren Road, No Mans Land, Looe.

Applicant: Ms Jill Spicer.

Grid Ref: 228135 / 55846.

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

5.1.1: Application No: PA24/08146.

Applicant: Mrs. E Elford.

Location: Bay View Farm, St Martin, Looe, Cornwall, PL13 1NZ.

Proposal: Variation of condition 1, (occupation of caravan/siting of tents on site between 31st October and 1st March) to read 'no static caravan/mobile home on the site shall be occupied and no touring caravan or tent shall remain on the site between 6th January and 6th February in any one year, (appeal reference APP/K0805/C/06/2013599 refers). Without compliance with Condition 1 of Decision Notice 09/01143/FUL dated 20th October 2009

Cornwall Council's Decision: APPROVED.

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 1 st April 2024	£25,227.05
Income to date	£13,520.72
Expenditure to date	£9,583.06
Balance to date	£29,164.71

7.2: Accounts paid in December 2024.

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

7.3: Income in December 2024.

Date	Description	Amount
20-Dec-24	Tregoad AD REVENUE	£ 20.00
9-Dec-24	k9 Style AD REVENUE	£ 15.00
31-Dec-24	Bond interest	£ 23.49
	Total	£ 58.49

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.

None received.

7.6: Financial Business.

7.6.1: 2025/2026 Precept – The agreed precept of £13,063 has been submitted by the Clerk to Cornwall Council.

7.7.1: Accounts to be paid in January 2025.

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

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks December 2024 Internet package & expenses.	50.00
BACS	Cornwall Council - Clerks Salary December 2024.	722.93
BACS	HP Instant Ink and paper (Monthly subscription) paid by C Hyde	5.49
BACS	St Martins Village Hall Trust – Hall Hire	176.00
BACS	K Johnson – Paths Maintenance	180.00
BACS	Cornwall Council – Magazine Printing	72.66
	Total	1207.08

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

None.

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: No Confidence Vote in Cornwall Council Planning and Enforcement Department – Request from Marazion Town Council for our support. (Sent by email to all Parish Councillors).

11.1.2: A38 Saltash Tunnel – date confirmed for start of overnight closures.

We're carrying out a major £25million technology upgrade of the A38 Saltash Tunnel. The works will help keep journeys safe, reliable and reduce the risk of unplanned closures.

Upcoming works

Starting Monday 13 January - Overnight tunnel closures

Starting on Monday 13 January, the overnight tunnel closures will begin as we start working to modernise the A38 Saltash Tunnel.

From Monday 13 January until the end of February 2025, the eastbound carriageway of the tunnel will be closed on weeknights (8pm to 6am) to enable works in and around the tunnel.

To limit disruption, our initial closures will only affect eastbound traffic. Westbound traffic will be able to use the tunnel as usual.

Eastbound traffic will use local diversion routes. The tunnel will be open as normal during the day and at weekends. By closing the tunnel only at night, we can reduce the impact on the local community and drivers.

At the end of February, the full overnight closures will begin in both directions. We will provide further updates in due course. The overnight tunnel closures will continue until Winter 2025 / 2026.

Diversions

From 13 January until the end of February 2025, eastbound traffic will be diverted overnight from Carkeel roundabout via the B3271 and North Road. Occasionally, our works may generate some noise for which we apologise.

We understand that overnight works can be frustrating, but we thank you for your continued understanding while these essential works take place. Please plan ahead and allow extra time for your journeys.

As with any complex scheme, dates are subject to change. As we move through the scheme, dates will be announced and kept up to date on our dedicated webpage. Please check online for the latest information. You can also sign up via the webpage to receive notifications when new information has been added. In addition, you can also check our daily closures page or find live travel information on our Traffic England website.

We continue to work closely with a wide range of stakeholders while we confirm the full programme of works for next year. We will share this information with you once it becomes available.

We apologise in advance for any inconvenience caused but thank you for your continued understanding.

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

Please pass my apologies for not being able to attend tonight's meeting. I will be able to attend the meeting in February. First of all, a very Happy New Year to you all.

During the month of December there were no crimes reported to the Police that were in the public domain.

We have now been joined on the Neighbourhood Team by a Tri Service Safety Officer, her name is Kate Bourn, she works with the Police, Ambulance Service and Fire Service, I will be showing her around the Parish next week and hopefully she will be able to attend a meeting with me soon.

If there are any issues raised at tonight's meeting that need Police intervention, please email me the details.

Date and Time of Next Meetings: 6th February 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	Actual Spent to date	Plus/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	£ -	£ -	£ -	#DIV/0!	
Total budget & expenditure	£ 13,292.00	£ 8,279.98	-£ 5,114.40	62%	

Income

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	2025/26	%	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
LMP Grant	£ 126	£ 135	7%	Confirmed
From reserves reduction	£ 800	£ 1,000	25%	increase
Precept requested	£ 12,366	£ 14,063	14%	£ 1,697

Increase.
 Reduction.