

Week St Mary Parish Council

Minutes – October 5, 2023

Before the meeting started, chairman Stuart May said at the end of the meeting, he would be stepping down as chairman. He still wished to continue as councillor but he would not be chair or vice chair. Cllr May was thanked for all his work he has carried out for the parish council.

- 1. Public question time** (15 minutes allowed for this)
One member of the public made the council aware of issues at Jacobstow Primary School.
He also spoke about Penhallam, which is run by the English Heritage but has been fenced off. He said it was a hidden gem. He hoped that Week St Mary and Jacobstow Parish Councils would give them a nudge about it. 23/235
- 2. To receive County Councillor Nicky Chopak's report on matters arising**
Cllr Chopak gave councillors a number of updates. She said Cornwall Council's recycling and waste contract was moving apace. She said, in theory, the bins are being delivered, and households might get them by the spring. The lines in the village are to be completed shortly. She reminded councillors of the importance of completing the Code of Conduct training (that should be carried out every two years). Equality and diversity training is also encouraged. The latest Community Area Partnership meeting was held at Camelford. The next meeting will be held in December. Off the back of the funding, there is a sub group for funding. She said a representative from the Week St Mary patch would be good (Cllr Stephen Peters volunteered). 23/236
- 3. To note councillors present**
Cllrs S May (chair), C Slade (vice chair), M Johns, S Gubbin, L Stephens, R Bolt, T Hamlyn, S Peters and I Richardson. Also in attendance: Cllr Nicky Chopak, and S Cleave, clerk. 23/237
- 4. To receive apologies for absence with reasons**
Cllr R Shipton – family engagement. 23/238
- 5. To receive Declarations of Interest and approve Dispensations**
Cllr Slade – PA23/07232, The College, Week St Mary 23/239
- 6. To approve the minutes of:**
With a small amendment to the footpath project wording, the minutes of the meeting held on September 7, 2023 were approved.
Proposed: S Peters Seconded: T Hamlyn Votes: Seven in favour,
two abstentions 23/240
- 7. To receive clerk's report on matters arising**
The clerk's report was noted. The parish council had received a request from the football club to carry out a small amount of work to secure the football goals. The council agreed to the request, but it was noted that they would not take any responsibility for the goal posts being there/
Proposed: S Gubbin Seconded: R Bolt Votes: Unanimous 23/241
- 8. Planning**
Any late applications received will be discussed under this section

- 8a. To discuss and make a consultee comment on application:**
PA23/07232 – Listed Building Consent for improvements to external drainage and remodel of bedroom to shower room and storage. The College, Week St Mary. The council noted the other consultee comments. There was no objection to the plans, as long as the county archaeologist is consulted and happy.
Proposed: I Richardson Seconded: S Peters Votes: Unanimous **23/242**

PA23/06618 – Erection of detached garage/workshop and residential storage. Trefursdon, Week St Mary.
The parish council raised no objection to the plans. It was noted that the garage and workshop should be aligned to the main house.
Proposed: S May Seconded: S Peters Votes: Unanimous **23/243**

PA23/07572 – Improvements to main roof of cottage and construction of single storey extension to replace existing extension. Trebonna, Week St Mary. **23/244**

- 8b. Decisions**
The following decisions were noted: **23/245**
PA23/04872 – New build garage for four cars with adjoining ground floor tool shed with first floor games room over and an adjoining greenhouse. Regent House, Week St Mary. **Approved**

- 8c. Planning - to note**
The following planning notification was noted: **23/246**
PA23/06771 – Works to trees within Conservation area – pollarding of T1 Goat Willow 5/7 metres from base. Seaview Farm, Week St Mary. *This will be decided under delegated authority, and the parish council need not consult.*

9. Portfolio Reports:

• **Playground**

Following the brief discussion at the last meeting, Cllr Slade said there had been reports of people defecating on the verge by the playing field. She had been asked to get some prices for having a portable toilet in the playing fields for the summer months. Prices from one company was £25 a week, and from another £35 a week. Cllr May said he disagreed with any plans to put a portable toilet there, as there is a public toilet around the corner that the parish council has to keep open. It was proposed to not go ahead with any plans for a portable toilet.

Proposed S May Seconded: R Bolt Votes: Seven in favour, two abstentions 23/247

It was decided to put a very serious note in the magazine about the issue. The clerk to order a sign for the playing field (to direct people to the location of the public toilet)

Proposed: I Richardson Seconded: S Peters Votes: Unanimous 23/248

The clerk will also order a plaque to go on the new Coronation bench.

• **Highways, Footpaths & Greens**

Cllr Hamlyn said the air ambulance landed in the playing field at 1.30am on September 29, confirming that they are using the facilities at night. A couple of blocked gulleys have been reported. One of the street lights was out by the double gates to the playing field. Cllr Hamlyn has also reported that the electric box on the post at Westward Close had come away from its fixings. The Coronation bench has arrived. He suggested a site meeting is needed to look at the bank between the two playing fields. A date was set. The clerk to

set up a WhatsApp group to share reminders, etc. He passed the clerk meter readings from before and after the Revel. All safety checks carried out, as usual, especially before the Revel event.

No-one has come forward expressing an interest in tidying Back Lane. This will be placed on the November agenda. As it is getting in a state, councillors agreed for Cllr Hamlyn to carry out the work again, but this time, he would be paid. 23/249

10. Correspondence including (all relevant emails forwarded):

The following correspondence was noted: Email from Anthony Sachs; information on having your say on Cornwall Council's draft budget; Cornwall Council affordable housing newsletter; police appeal following collision; air quality engagement events; CALC budget update. 23/250

11. Community Infrastructure Levy and Community Benefit Fund applications

* 2nd Bude & Jacobstow Scouts

The grant application was considered. Councillors felt there were plenty of projects on the go at the minute, and would not be able to support the request at this time.

Proposed: R Bolt Seconded: S Peters Votes: Unanimous 23/251

12. Agenda items

1. Park path project

Cllr Peters gave an update on the park path project, He has met with the project officer, and version two of the plans have been submitted. He listed motives for the project – nowhere safe for people to walk; difficulties for the disabled and elderly; exercise; the route is off main roads' safe area for walking. He said they needed to speak to the football club to let them know what the plans are. Cllr Stephens and Cllr Bolt to meet with the football club. Councillors voted in favour of the plans in principle.

Proposed: R Bolt Seconded: S May Votes: Eight in favour, one abstention 23/252

2. Policies

As part of the funding application for the park path project, a number of policies are required. It was agreed to adopt an equality policy and a health and safety policy. The clerk to distribute policies and the decision to be ratified at the last meeting.

Proposed: S May Seconded: R Bolt Votes: Unanimous 23/253

3. Bank accounts

It was agreed for Cllr Peters and the clerk to look at the council's bank accounts, and report back to a future meeting.

Proposed: S Gubbin Seconded: I Richardson Votes: Unanimous 23/254

4. Defibrillator

As briefly discussed at the last meeting, the council will need £2,500 for the defibrillator. The clerk to complete a form for the Community Benefit Fund to be considered in April. 23/255

5. Bottom part of the playing field

A site meeting has been arranged for October 21. This will be placed on the November agenda. 23/256

6. Audit

The conclusion of the AGAR audit 2022/23 was noted. 23/257

7. Neighbourhood Plan
Correspondence was received from Cornwall Council as to whether the parish council would like to continue with a Neighbourhood Plan. It was decided that this would not be going ahead at the moment. 23/258

8. Security of the playing field
Cllr Slade reported that a vehicle has been seen that appeared to be 'very interested' in the playing field. This led to fears over the security of the site. The idea of locking one side of the gate was discussed. It was agreed to start locking half of the big gate. Cllr Hamlyn to purchase a combination padlock. There was discussion also about the security of the lower gate. Cllr Bolt to ask the football club to change the combination of the lock. 23/259

13. Any other business

* Penhallam

Following the information shared in the public participation of the section, Cllr Chopak to write to English Heritage on the parish council's behalf. 23/260

14. Accounts

Balances September 29, 2023

- Current account £12,174.36
- Reserve account £27,545.45

14a. To approve accounts for payment including:

Suzanne Cochrane – Salary August	£ 364.00
HMRC (PAYE) August	£ 91.00
Cornwall Pension Fund (August)	£ 89.18
Suzanne Cochrane (mileage)	£ 32.40
BDO LLP – 2022-23 audit	£ 252.00
Jamie Sachs - spraying (2 of 2)	£ 500.00
Jamie Sachs – Lambly Corner cutting	£ 60.00
Jamie Sachs – toilets September	£ 120.00
Jamie Sachs – grass cutting and greens	£ 150.00
South West Water – playing field	£ 20.39
Suzanne Cochrane – Amazon black printer ink	£ 34.22
J Retallick – hedges	£ 162.00
Royal British Legion – wreath	£ 24.99
Cornwall Council loan repayment	£ 975.00

14b To note income

Week St Mary Football Club (water bill)	£ 11.56
Cornwall Council – second half of precept	£10,329.45
Wayleave payments	£8.19 and £40.26

Councillors approved the payments and accounts.

Proposed: R Bolt Seconded: C Slade Votes: Unanimous 23/261

15. Items for November 2 meeting

To elect a new chairperson.

The meeting closed at 9.36pm.