

Week St Mary Parish Council

May 23, 2025

I hereby give notice that an Ordinary Meeting of Week St Mary Parish Council will be held at Week St Mary Chapel School Room on **Thursday, June 5, 2025 at 7.30pm.**

All members of the council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Yours faithfully,

Suzanne Cleave

Suzanne Cleave, clerk

Agenda

1. **Public question time** (15 minutes allowed for this – on matters on the agenda only)
2. **To receive County Councillor Nicky Chopak's report on matters arising**
3. **To note councillors present**
4. **To receive apologies for absence with reasons**
5. **To receive Declarations of Interest and approve Dispensations**
6. **To approve the minutes of:**
Annual meeting Thursday, May 20, 2025
7. **To receive clerk's report on matters arising**
9. **Planning**
Any late applications received will be discussed under this section
- 9a. **To discuss and make a consultee comment on application:**
None.
- 9b. **Decisions**
None.
- 9c. **Planning - to note**
None.
10. **Portfolio Reports:**
 - **Playground**
 - **Highways, Footpaths & Greens**
11. **Correspondence including (all relevant emails forwarded):**
Information about the 20mph roll out meeting; North Cornwall CAP meeting information; Cornwall Council Affordable Housing newsletter.
12. **Community Infrastructure Levy and Community Benefit Fund applications**
None.
13. **Agenda items**
 1. Jubilee trees
To discuss the replacement of the Jubilee trees.

2. Ashbury Grove
To receive an update, if any.
3. Football club lease
To receive an update, if any.
4. Media and online communications
To discuss.
5. Communications sub-committee
To discuss.
6. Tech support drop-in
To discuss.
7. Fundraising for parish council
To discuss.
8. Neighbourhood Watch
To discuss.
9. Roles and responsibilities - Equality, diversity, inclusion
To discuss.
10. Health and safety representative
To discuss.
11. Grass cutting and maintenance
To discuss and formulate a list for prospective contractors.
12. AGAR
 - 12.1 *The end of financial year finances were agreed and the bank reconciliation signed*
 - 12.2 *The Internal Audit was noted.*
 - 12.3 *The Annual Governance Statement was reviewed and signed.*
 - 12.4 *The Accounting Statements were reviewed and signed.*
 - 12.5 *The Notice of Public Rights was reviewed and agreed.*
 - 12.6 *The Conflicts of Interests statement was agreed and signed.*
13. Bin and hand sanitiser
To resolve to purchase a new bin to replace the damaged bin in the playing field and to purchase more hand sanitiser.
14. **Accounts**
Balances May 22, 2025

| | |
|--------------------------|------------|
| • Current account | £ 8,405.38 |
| • Reserve account | £21,882.47 |
| • Community Benefit Fund | £ 4,975.30 |
- 14a. **To approve accounts for payment including:**

| | |
|--|-----------------|
| Suzanne Cochrane – Salary May (inc HMRC PAYE and overtime) | As per contract |
| Cornwall Pension Fund (May) | As per contract |
| Suzanne Cochrane – mileage | £ 32.40 |

| | |
|--|----------|
| Jamie Sachs – toilets | £ 120.00 |
| Jamie Sachs – Greens | £ 150.00 |
| EDF Energy – playing field electricity | £ TBC |
| EDF Energy – toilets electricity | £ TBC |

14b To note income

| | |
|--------------------------------|-------|
| Reserve account interest (May) | £ TBC |
| CB Fund interest (May) | £ TBC |

15. Items for July 3, 2025 meeting (date TBC)