

St Martin – By - Looe Parish Council

Friday, 26th November 2021

WORKING AGENDA, FOR THE PARISH COUNCIL MEETING AT 7.30PM TO BE HELD ON THURSDAY 2nd DECEMBER 2021 AT NO MAN'S LAND MEMORIAL HALL. (Face masks advised).

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 of the 4th November 2021.

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 2022/2023 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

stmartinpc1@btinternet.com 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

To All Members of the Parish Council.

WORKING AGENDA, FOR THE PARISH COUNCIL MEETING AT 7.30PM TO BE HELD ON THURSDAY 2nd DECEMBER 2021 AT NO MAN'S LAND MEMORIAL HALL. (Face masks advised).

Chairman: Robert Henly.

Vice-Chair: Roberta Powley.

Parish Councillors: Barbara Reynolds, Andrea Lankston

David Keeble.

Mr Charles Hyde, Clerk and Proper Officer of the Council.

County Councillor Armand Toms.

PCSO David Billing.

Public Question Time and Councillors Comments on Declared Interests:

Agenda Item 1: Declarations of Interest:

Agenda Item 2: Apologies for absence:

Parish Councillor: Simon Lawes.

Agenda Item 3: Minutes of the Parish Council Meeting:

3.1.1: Minutes for the Parish Council Meeting held on 4th November 2021. It was proposed by _____ seconded by _____ 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:

5.1.1: Application Number: PA21/03526 WITHDRAWN.

Applicant: Mrs. Jill Spicer.

Location: Looe Country Park Caravan and Campsite, Bucklawren Road, No Man's Land, Looe, PL13 1QS.

Proposal: Variation of condition 2 of decision 5/74/0760 dated 4th November 1974 (Change of planning permission to 31 touring caravans, motorised vans and tents and 5 static (letting) caravans) to allow not more than 16 static vans.

Agenda Item 6: Planning Matters:

6.1.1: Cornwall Council Planning and Sustainable Development Consultation on Planning Application Validation List – Sent to all Parish Councillors by email.

Email received from Donna Moore following a request for clarity: - The Draft Validation Guide 2021 should be considered in its entirety, its not only about the changes we have made but an opportunity for interested parties to comment on everything within that guide and if there is something missing or something included which you feel is not necessary or incorrect.

6.1.2: Enforcement Case EN2101305 – 6 Bucklawren Road – Email received by Councillor Armand Toms from Richard Crossman, Development Officer (Enforcement Team). The Clerk has responded to Cllr Toms and forwarded the response to all Parish Councillors.

Alleged erection of outbuilding at 6 Bucklawren Road, No Man's Land, Looe.

I am writing to inform you as Councillor for Electoral Division Looe East and Deviock that I am at Stage 8 of my investigation into the above allegation. I can confirm that development has taken place and a breach of planning control has been identified, namely; a flue attached to a recently erected outbuilding and am therefore considering the expedience of taking formal enforcement action.

I propose that it would not be expedient for the Local Planning Authority to take formal enforcement action against this breach of planning control because the outbuilding which has been erected at the rear of the dwelling house complies with Part 1 Class E of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) in terms of size and use.

A flue from a wood burner which has been installed to the outbuilding complies with the requirements as set out in Part 1 Class G of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

Part 1 Class G however covers dwelling houses and not outbuildings, although I do not feel it expedient to pursue action as the flue does comply with all other requirements apart from it is attached to an outbuilding as opposed to a dwelling house.

Thank you for your consideration but you should note that under the 'Planning Enforcement Protocol for Members' if I do not receive a response from you within the next 5 working days I will proceed with my proposed course of action as detailed above.

6.2: Correspondence:

Forwarded by email where possible, information pack suspended this month.

Agenda Item 7: – Finance.

7.1.1: Summary of Accounts.

Reconciled balances date 01/12/2021

Opening Bank Balances 1 st April 2021	£20,729.08
Income to date	£16,647.32
Expenditure to date	£8,322.98
Balance to date	£29,053.22

7.2: Accounts paid in November 2021.

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks October expenses/ Poppy Wreath.	50.00
BACS	Clerks Salary October 2021	649.98
BACS	Nigel Cummings – Website Hosting and Maintenance, November.	20.00
BACS	Annual Energy Allowance for the use of Clerks home as an office	500.00
BACS	Complete Weed Control – Weed Spray, No Man’s Land and Millendreath	144.00
BACS	Duchy Defibrillators – Annual Cost	336.00
	Total	1699.98

7.3: Income in November 2021.

4-Nov-21	Andrea Lankston AD REVENUE	£	15.00
4-Nov-21	C Hyde Armand Toms TITHE MAP	£	15.00
4-Nov-21	Bruce Sweep AD REVENUE	£	30.00
4-Nov-21	Barbara Rivers AD REVENUE	£	60.00
18-Nov-21	D Keeble, Roberta Powley, Barbara Reynolds TITHE MAP	£	79.00
18-Nov-21	Tredinnich FS TITHE MAP	£	20.00
1-Dec-21	Tregoad AD REVENUE	£	20.00
1-Dec-21	Tregoad, Christmas Sponsorship	£	290.00
2-Nov-21	Wills AD REVENUE	£	30.00
	Total	£	559.00

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.

None received.

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). No increase proposed this year.

7.6.2: Presentation of half year accounts – (attached).

7.6.3: 2022/2023 Precept – The draft precept, (attached) as prepared by the Clerk.

7.6.1: Accounts to be paid in December 2021.

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

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks November.	50.00
BACS	Clerks Salary November 2021	649.98
BACS	Nigel Cummings – Website Hosting and Maintenance, December.	20.00
BACS	No Man's Land Hall – Hire Charges	72.00
BACS	Barbara Reynolds – Millendreath lights (To be recovered by Sponsorship)	149.94
BACS	Santa's Trees – Millendreath Tree (To be recovered by Sponsorship)	140.00
	Total	1081.92

7.6: Financial Business:

Nothing to report.

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

8.1.1: Bucklawren Road – The drains need clearing out again as there has been flooding in many parts of the road recently. The Clerk reported this to Cormac Solutions who confirmed work will be carried out.

Agenda Item 9: Business received after publication of agenda:

None received.

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

10.1.1: Cornwall Council.

Communities and Devolution team – Newsletters and Special Bulletins and Notices.

10.1.2: Other Authorities.

Nothing received.

Agenda Item 11: New Business:

Agenda Item 12: Around the table:

Councillor Reynolds:

Councillor Lankston:

Councillor Keeble:

Councillor Lawes:

Councillor Cummings:

Vice-Chairman:

The Chairman:

County Councillor Armand Toms:

PCSO Dave Billing:

Date and Time of Next Meeting: 13th January 2022 at 7.30pm The **Parish Council Meeting** at the No Man's Land Memorial Hall.

There being no other business the meeting closed at
Finance Report – December 2021.

St Martin-By-Looe Parish Council

Expenditure 2021/22 to date:

Item	Budget	Actual	Plus/Minus	Percentage	
Insurance	£ 400.00	£ 381.56	-£ 18.44	95%	On Budget
Parish Paths	£ 180.00	£ -	-£ 180.00	0%	No invoice as yet.
Clerks Salary	£ 7,727.72	£ 5,126.68	-£ 2,601.04	66%	On Budget 4 more to pay = £2,571.92
CDC Admin fee	£ 72.00	£ 48.00	-£ 24.00	67%	On Budget
Clerks Expenses -All	£ 1,100.00	£ 975.06	-£ 124.94	89%	Might go over budget slightly
Office Supplies	£ 200.00	£ 45.64	-£ 154.36	23%	On budget
Defib Annual Subs	£ 280.00	£ 280.00	£ -	100%	On Budget
Election cost	£ 250.00	£ -	-£ 250.00	0%	No invoice as yet.
Hall Hire/Zoom	£ 150.00	£ 107.97	-£ 42.03	72%	On Budget
Subscriptions	£ 250.00	£ 200.89	-£ 49.11	80%	On Budget
Misc & contingency	£ 200.00	£ 466.16	£ 266.16	233%	£290 to be recovered from Tregoad Sponsorship Millendread Xmas
Grass Cutting/Weed spray	£ 680.00	£ 240.00	-£ 440.00	35%	Awaiting invoice for grass cutting.
Data protection	£ 40.00	£ 35.00	-£ 5.00	88%	On Budget
Section 137	£ 50.00	£ 10.00	-£ 40.00	20%	On Budget
Grants & gifts	£ 150.00	£ -	-£ 150.00	0%	On Budget
British Legion Wreath	£ 20.00	£ 20.00	£ -	100%	On Budget
Audit fees	£ 50.00	£ 50.00	£ -	100%	On Budget
New Website	£ 800.00	£ 160.00	-£ 640.00	20%	Reduced cost now only hoasting fee.
Salt bins	£ 250.00	£ -	-£ 250.00	0%	Filled by Cormac
VAT	£ -	£ 163.86	£ 163.86	#DIV/0!	
Parish magazine	£ -	£ 84.16	£ 84.16	#DIV/0!	Cost covered by Ad revenue
Community development	£ -	£ -	£ -	#DIV/0!	
From Reserves	£ -	£ -	£ -	#DIV/0!	
Total budget & expenditure	£ 12,849.72	£ 8,394.98	-£ 4,618.60	65%	

Income

Precept	£ 12,849.72	
Grants	£ 354.80	
Bank Interest	£ 0.14	
VAT refund	£ 2,138.16	
Parish paths	£ -	
Tithe Map	£ 539.50	Acting as hoast only money to be paid to RNLI
Advertising revenue	£ 425.00	
Total Income	£ 16,307.32	

St Martin-By-Looe News

Advertising revenue to date	£ 425.00	More to follow.
Print costs (anticipated)	£ 84.16	
Profit/Loss	£ 340.84	

St Martin By Looe Parish Council

Draft Precept 2022/23

Item	2021/22	2022/23	%	Explanation
Insurance	£ 400.00	£ 425.00	6%	Inflation increase
Parish Paths	£ 180.00	£ 180.00	0%	No Change
Clerks Salary	£ 7,727.72	£ 7,727.72	0%	No Change
Salary Admin	£ 72.00	£ 72.00	0%	No Change
Clerks Expenses/Office cost	£ 1,100.00	£ 1,100.00	0%	No Change
Office Supplies	£ 200.00	£ 200.00	0%	No Change
Defib Annual Costs	£ 280.00	£ 280.00	0%	Annual cost
Hall Hire/Zoom	£ 150.00	£ 150.00	0%	To include Zoom cost whist needed.
Subscriptions	£ 250.00	£ 280.00	12%	Inflation increase
Grass Cutting	£ 500.00	£ 500.00	0%	Based on current year charges
Misc & Contingency	£ 200.00	£ 200.00	0%	No Change
Street Furniture/Fingerposts	£ -	£ 250.00	#DIV/0!	Maintainance only
Weed Spraying	£ 180.00	£ 200.00	11%	Inflation increase
Election costs	£ 250.00	£ -	-100%	No elections
Data Protection	£ 40.00	£ 40.00	0%	No Change
Section 137	£ 50.00	£ 50.00	0%	No Change
Grants/gifts	£ 150.00	£ 150.00	0%	No
Remembrance Wreath	£ 20.00	£ 20.00	0%	Actual cost
Audit fees	£ 50.00	£ 200.00	300%	New Auditor
Salt Bins	£ 250.00	£ 250.00	0%	Annual cost
Magazine	£ -	£ -	#DIV/0!	Advertising covering costs.
Website hoasting	£ 800.00	£ 250.00	-69%	New cost
Precept requested without CTG	£ 12,849.72	£ 12,524.72	-3%	Reduction
Grants (CTS and any others)	£ 432.49	£ 189.50	-56%	Reducing grant.
Precept plus CTG & Grants	£ 13,282.21	£ 12,714.22	-4%	Reduction

Increase.

Reduction.