

St Martin – By - Looe Parish Council

Friday, 7th May 2021

WORKING AGENDA, THE ANNUAL PARISH COUNCIL MEETING AT 7.15PM AND THE PARISH COUNCIL MEETING AT 7.30PM TO BE HELD ON THURSDAY 13th MAY 2021 at NO MAN'S LAND MEMORIAL HALL. (Covid restrictions apply).

THE ANNUAL PARISH COUNCIL MEETING

1. Apologies for Absence.
2. Signing of Acceptance of Office forms and Election of Officers to serve to May 2022.
3. Minutes of the Annual Parish Council Meeting held on 2nd May 2019 - Approved on 30th May 2019. (No meeting held in 2020).
4. St Martin By Looe News – Annual return and report.
5. Standing Orders – Review if needed.
6. Matters requested to be included in Agenda

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/ Planning Zoom Meetings of the 4th March 2021.

Agenda Item 4: Planning Applications:

4.1.1: Application PA21/03624.

Proposal Certificate of lawfulness for residential use.

Location 102 Hillside Villas, Millendreath Holiday Village, Millendreath, Looe.

Applicant Mr Ian Ward.

Grid Ref 226818 / 54432.

4.1.2: Application PA21/03526.

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.

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

Applicant Mrs Jill Spicer.

Grid Ref 228135 / 55846.

4.1.3: Application PA21/00007/NDP

Proposal: Plan Proposal and Strategic Environmental Assessment

Location: Looe Neighbourhood Development Plan

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.

COVID 19 restrictions enforced. Face coverings and hand sanitisers MUST be used if attending in person, restrictions on numbers may be in force.

Charles Hyde (Mr) Clerk to the Council, 8 Trelawny Road, Menheniot, Liskeard. PL14 3TS, 01579 340905
smartinpc1@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

MINUTES FOR THE ANNUAL PARISH COUNCIL MEETING HELD ON THURSDAY 13th May 2021 AT NO MAN'S LAND MEMORIAL HALL AT 7.15PM.

Attended by:

Chair: Robert Henly, Vice-Chair Roberta Powley
Parish Councillors: Barbara Reynolds, Andrea Lankston, Simon Lawes, David Keeble, Nigel Cummings.
Mr. Charles Hyde, Clerk and Proper Officer of the Council.
County Councillor Armand Toms.
PCSO Dave Billing.

Agenda Item1: Apologies for Absence:

Agenda Item 2: Declaration of Office Forms and Election of Officers to serve to May 2022:

Chairman: Councillor Henly relinquished the Chair to the Clerk who asked for nominations for Chairman.

Councillor.....as nominated by Councillor....., seconded by Councillor, agreed.....

Councillor.....then took the Chair and thanked the Members for electing him/her.

Vice – Chairman: The Chairman asked for nominations for Vice-Chairman.

Councillor.....was nominated by Councillor....., seconded by Councillor.....agreed.....

Data Protection Officer: All agreed that Councillor.....be appointed to take a special interest in Data Protection.

Rights of Way: All agreed that Councillor.....be appointed to take a special interest in Rights of Way.

Transport Issues: All agreed that Councillor.....be appointed to take a special interest in Transport Issues.

Election of Representatives to Outside Bodies to serve to May 2022:

Memorial Hall Committee: All agreed that Councillor..... be appointed the Council's representative.

St Martin's School Trust: All agreed that.....be appointed the Council's representative.

Cornwall Assoc of Local Councils: All agreed that.....be appointed the Council's representative.

The Clerk would advise the various Bodies of the Council's representatives for the ensuing year.

Agenda Item 3. Minutes of the Annual Parish Council Meeting held on 2nd May 2019

Were approved at the meeting on the 30th May 2019. (No meeting held in 2020 due to Covid)

Agenda Item 4: St Martin-By-Looe News:

4.1.1: Annual Report – A difficult year, three issues were published with the Summer 2020 issue being cancelled due to the pandemic. Some advertisers were lost this year and a couple of new ones added, however, advertising revenue well down on previous years and print costs have increased.

The outlook however for the new financial year is more positive with a couple of new advertisers requesting space later in the year. Many thanks to the regular contributors, as mentioned before, any new interesting articles considered, so please keep them coming.

Agenda Item 5: Standing Orders/Code of Conduct: Review if needed.

Agenda Item 6: Matters requested to be included in Agenda:

There being no other business, the meeting closed at:

St Martin – By - Looe Parish Council

To All Members of the Parish Council.

WORKING AGENDA, THE PARISH COUNCIL MEETING AT 7.30PM TO BE HELD ON THURSDAY 13th MAY 2021 at NO MAN'S LAND MEMORIAL HALL. (Covid restrictions apply).

Chairman:

Vice-Chair:

Parish Councillors: Barbara Reynolds, Andrea Lankston, David Keeble, Simon Lawes, Nigel Cummings. Robert Henly, Roberta Powley. 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:

Agenda Item 3: Minutes of the Parish Council Meeting:

3.1.1: Minutes for the Parish Council/ Planning ZOOM Meetings held on 1st April 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:

4.1.1: Application PA21/03624.

Proposal Certificate of lawfulness for residential use.

Location 102 Hillside Villas, Millendreath Holiday Village, Millendreath, Looe.

Applicant Mr Ian Ward.

Grid Ref 226818 / 54432.

4.1.2: Application PA21/03526.

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.

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

Applicant Mrs Jill Spicer.

Grid Ref 228135 / 55846.

4.1.3: Application PA21/00007/NDP

Proposal: Plan Proposal and Strategic Environmental Assessment submitted for Looe Neighbourhood Development Plan

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

5.1.1: Appeal A Ref: APP/D0840/W/20/3259225

Field at Bokenver, St Martin. Appeal Dismissed, no costs claimed.

The appeal is made under section 78 of the Town and Country Planning Act 1990 against a refusal to grant planning permission.

The appeal is made by Mr Pete Buttery against the decision of Cornwall Council.

The application Ref PA19/10682, dated 6 December 2019, was refused by notice dated 10 March 2020.

The development proposed is the change of use of a 9350m² part of the site to mixed use agriculture, forestry, tourist accommodation camping and facilities. Regularising the siting of: one camping pod (10.8 m²) existing a composting toilet (1.6 m²) existing a shower (3.3 m²) existing.

The proposed siting of two camping pods (2 x 10.8 m2) a shepherd's hut (10.8 m2) six camping pitches a composting toilet (1.6 m2) a shower (3.3 m2) extended hardstanding (85 m2 and 3 x 11.5 m2).

Appeal B Ref: APP/D0840/W/20/3264798

Field at Bokenver, St Martin. Appeal Dismissed, no costs claimed.

The appeal is made under section 78 of the Town and Country Planning Act 1990 against a failure to give notice within the prescribed period of a decision on an application for planning permission.

The appeal is made by Mr Pete Buttery against the decision of Cornwall Council.

The application Ref PA20/08264, is dated 25 September 2020.

The development proposed is the change of use of 560 m2 of the site (including 300 m2 of hardstanding) to mixed use agriculture, forestry, temporary tourist accommodation (four glamping pitches) and ancillary facilities. Regularising the siting of: one camping pod (10.8 m2) a composting toilet (1.6 m2) a shower (3.3 m2). Proposed siting of: two camping pods (10.8 m2) a shepherd's hut (10.8 m2) a composting toilet (1.6 m2) a shower (3.3 m2). Proposed engineering works: extended hardstanding (85 m2 additional to existing) adjustment of 9m length of hedge bank at entrance to facilitate visibility •the levelling of land under the pods.

Agenda Item 6: Planning Matters:

None raised.

6.2: Correspondence:

Forwarded by email where possible.

Agenda Item 7: – Finance.

7.1.1: Summary of Accounts.

Reconciled balances date 08/04/2021

Opening Bank Balances 1 st April 2020	£27,729.08
Income to date	£6,602.26
Expenditure to date	£103.43
Balance to date	£27,227.91

7.2: Accounts paid in April 2021.

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks March expenses.	69.04
BACS	Zoom, March	14.39
BACS	Clerks Salary March 2021	632.82
BACS	Nigel Cummings – Website Hosting and maintenance	20.00
BACS	Cornwall Council – Magazine printing (paid in March 2021)	42.08
BACS	Hardship Fund Donation	50.00
	Total	828.33

7.3: Income in April 2021.

8-Apr-21	Precept part 1	£	6,424.86
8-Apr-21	Council Tax support Grant part 1	£	177.40
	TOTAL	£	6,602.26

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: Accounts to be paid in May 2021.

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

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks April expenses.	50.00
BACS	Zoom, April	14.39
BACS	Clerks Salary April 2021 (Provisional - TBC)	635.00
BACS	Nigel Cummings – Website Hosting and maintenance	20.00
BACS	The Women’s Centre – Donation agreed last month	10.00
BACS	RN Powley – Community Garden spending	66.22
BACS	Browns Nurseries – Community Garden Trees	110.00
BACS	Came & Co Annual Insurance premium	381.56
BACS	Complete Weed Control – Weed spray	144.00
	Total	1431.17

7.6: Financial Business.

7.6.1: Presentation of end of year accounts – Copy attached.

7.6.2: Annual Governance Statement – Presented by the Responsible Finance Officer (the Clerk) for approval by the Parish Council and signed and dated by the Chairman and Responsible Finance Officer at a convenient time after this meeting.

7.6.3: Accounting Statements 2020/2021 - Presented by Responsible Finance Officer (the Clerk) for approval by the Parish Council signed and dated by the Chairman and Responsible Finance Officer at a convenient time after this meeting.

7.6.4: Asset Register: The Clerk has reviewed the Parish Council’s assets and updated the register.

7.6.5: VAT Reclaim – Form to be completed. Value £2,138.16.

7.6.7: Allocated funds – At the end of the financial year the Parish Council’s bank balance to date is £20,729.08.

Suggest to be agreed at this meeting, £6,000 will be earmarked for the No Man’s Land Play Area.

7.6.8: Turnpike Trust Charity – Account balance £841.33 of the 31st March 2021.

7.6.9: The Blue Accounts Book – To be signed by the Chairman at a convenient time after this meeting.

7.6.10: Certificate of Exemption – Agreed and signed by the Chairman at a convenient time after this meeting.

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

8.1.1: Millendreath Postbox – Out of commission as is broken

Email received below:

I’ve reported this issue to the relevant manager and recorded the details under reference 1-7230553603.

The manager confirmed the box was required to be removed from service for health and safety purposes, however they have confirmed the work has been raised to carry out the necessary repairs.

I must advise however that all work of this nature is currently delayed due to the COVID 19 pandemic. Once work is reinstated, the request should be actioned within 25 weeks. We have passed the information you have provided to the correct department who will deal with this request in due course.

8.1.2: Virtual Meetings – Awaiting further guidance as to whether virtual meetings can continue for things like planning where the public do not have to attend.

8.1.4: Tregoad Park – The Chairman and Clerk attended a meeting on 6th May with Allen Main, Group General Manager of Waterside Holiday Group, he extended an invitation to all Parish

Councillors to the Open Day on 24th June 2021, this has been circulated by email prior to this meeting

8.1.5: Holland Road Community Garden – Trees, planters, plants and hard landscape materials all purchased and work carried out. The bench donated by County Councillor Armand Toms has been put in place and secured to the ground. Thanks to all for their hard work.

8.1.6: Dog Waste Bin at Windsworth – The Clerk contacted The Monkey Sanctuary to have it emptied again, but it does appear this is due to non dog waste being deposited in the bin, maybe a rubbish bin needs to be provided.

8.1.7: No 6 Bucklawren Road – Is the complete change of appearance lawful? Planning have confirmed this work falls within Permitted Development and no permission is required.

8.1.8: No HGV Signs Bindown Road – Confirmation received from William Glassup that the signs have been ordered and will be installed as soon as possible.

Agenda Item 9: Business received after publication of agenda:

None.

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. All circulated by email during the current lockdown.

10.1.2: Other Authorities.

All Circulated by email during the current lockdown.

Agenda Item 11: New Business:

None.

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: 10th June 2021 at 7.30pm The **Parish Council Meeting** at the No Man's Land Memorial Hall.

There being no other business the meeting closed at

Expenditure 2020/21

Item	Budget	Actual	Plus/Minus	Percentage	
Insurance	£ 350.00	£ 349.22	-£ 0.78	100%	On Budget
Parish Paths	£ 180.00	£ 120.00	-£ 60.00	67%	On track
Clerks Salary	£ 7,521.80	£ 6,884.02	-£ 637.78	92%	11 months salary
CDC Admin fee	£ 72.00	£ 66.00	-£ 6.00	92%	11 months salary
Clerks Expenses -All	£ 1,200.00	£ 1,138.15	-£ 61.85	95%	On Budget
Office Supplies	£ 100.00	£ -	-£ 100.00	0%	None purchased
Street Furniture	£ 460.00	£ 478.40	£ 18.40	104%	On Budget
Equip Maintance	£ -	£ -	£ -	#DIV/0!	
Hall Hire and Zoom	£ 150.00	£ 149.90	-£ 0.10	100%	On Budget
Subscriptions	£ 210.00	£ 231.04	£ 21.04	110%	increased next year
Misc & contingency	£ 250.00	£ 310.00	£ 60.00	124%	£210 returned from fund.
Grass Cutting/Weed spray	£ 650.00	£ 760.00	£ 110.00	117%	Extra work requested
Data protection	£ 40.00	£ 35.00	-£ 5.00	88%	On Budget
Section 137	£ 50.00	£ 50.00	£ -	100%	On Budget
Grants & gifts	£ 150.00	£ 150.00	£ -	100%	On Budget
British Legion Wreath	£ 20.00	£ 20.00	£ -	100%	On Budget
Audit fees	£ 50.00	£ 50.00	£ -	100%	On Budget
Fingerpost project	£ -	£ -	£ -	#DIV/0!	
Salt bins	£ 240.00	£ 240.00	£ -	100%	On Budget
VAT	£ -	£ 2,138.16	£ 2,138.16	#DIV/0!	
Parish magazine	£ 170.00	£ 126.24	-£ 43.76	74%	On Budget
Community development	£ -	£ -	£ -	#DIV/0!	
From Reserves	£ -	£ 9,359.28	£ 9,359.28	#DIV/0!	Major projects completed.
Total budget & expenditure	£ 11,863.80	£ 22,655.41	£ 8,653.45	191%	

Income

Precept	£ 11,863.80
Grants and Paths	£ 3,620.76
Bank Interest	£ 2.63
VAT refund	£ 81.03
	£ -
Misc	£ 269.99
Advertising revenue	£ 250.00
Total Income	£ 16,088.21

St Martin-By-Looe News

Advertising revenue to date	£ 250.00
Print costs (anticipated)	£ 43.76
Profit/Loss	£ 206.24