

# **ST MARTIN-BY- LOOE PARISH COUNCIL**

**MINUTES FOR THE ANNUAL PARISH COUNCIL MEETING HELD ON THURSDAY 9<sup>th</sup> May 2024 AT NO MAN'S LAND MEMORIAL HALL AT 7.15PM.**

## **Attended by:**

Parish Councillors: Robert Henly, Roberta Powley,  
Barbara Reynolds, Andrea Lankston, Jill Spicer, David Keeble.  
Charles Hyde Parish Clerk & RFO.  
PCSO Dave Billing.

## **Agenda Item1: Apologies for Absence:**

County Councillor Armand Toms.  
Parish Councillor Simon Lawes,

## **Agenda Item 2: Election of Officers** - to serve to May 2025:

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

Councillor Henly was nominated by Councillor Reynolds, seconded by Councillor Powley.  
ALL AGREED.

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

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

Councillor Powley was nominated by Councillor Reynolds, seconded by Councillor Keeble.  
ALL AGREED

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

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

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

## **Election of Representatives to Outside Bodies** - to serve to May 2025:

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

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

**Cornwall Assoc of Local Councils:** All agreed that The Clerk 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 4<sup>th</sup> May 2023**

Were approved at the meeting on the 1<sup>st</sup> June 2023.

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

**4.1.1: Annual Report** – Another successful year with all four issues out on time, advertising revenue remains strong with many new advertisers using the magazine this year.

Revenue exceeded expenditure by £396.99, money that needs to be allocated to a community project.

## **Agenda Item 5: Standing Orders/Code of Conduct:**

Standing Orders review if needed.

New Financial Regulations published 8/5/2024, the Clerk needs to review and amend before preparing for adoption. This will be done in the June 2024 meeting.

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

There being no other business, the meeting closed at: 7.27pm.

# **St Martin – By - Looe Parish Council**

**MINUTES FOR THE PARISH COUNCIL MEETING AT 7.30PM. HELD ON THURSDAY 9<sup>th</sup> MAY 2024 AT NO MAN'S LAND MEMORIAL HALL.**

## **Attended by:**

Chairman: Robert Henly.

Vice-Chair: Roberta Powley.

Parish Councillors: Barbara Reynolds, Andrea Lankston, Jill Spicer, David Keeble.

Charles Hyde, Parish Clerk & Proper Officer of the Council.

PCSO David Billing.

## **Public Question Time and Councillors Comments on Declared Interests:**

Nothing raised.

## **Agenda Item 1: Declarations of Interest:**

None declared.

## **Agenda Item 2: Apologies for absence:**

County Councillor Armand Toms.

Parish Councillor Simon Lawes.

## **Agenda Item 3: Minutes of the Parish Council Meeting:**

**3.1.1: Minutes for the Annual Parish Meeting held on 4<sup>th</sup> April 2024** It was proposed by Councillor Lankston, seconded by Councillor Reynolds and agreed 5 – 0 (Councillors Lawes and Keeble did not attend the meeting) that they be taken as read and signed by the Chairman as a true and accurate record of the meeting.

**3.1.2: Minutes for the Parish Council Meeting held on 4<sup>th</sup> April 2024** It was proposed by Vice Chairman Powley, seconded by The Chairman and agreed 5 – 0 (Councillors Lawes and Keeble did not attend the meeting) that they be taken as read and signed by the Chairman as a true and accurate record of the meeting.

**3.1.3: Minutes for the Planning Committee Meeting held on 1<sup>st</sup> May 2024** It was proposed by Councillor Keeble, seconded by Vice Chairman Powley and agreed 6 – 0 (Councillor Reynolds did not attend the meeting) 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:**

None received.

## **Agenda Item 6: Planning Matters:**

### **6.1.1: Update on publicity for planning applications.**

Please note that as the Local Planning Authority Cornwall Council will no longer send out neighbour notification letters for planning applications unless they are householder applications.

The Council will still publish:

- application details online
- site notices for applications
- press notices, where required by law

Cornwall Council will continue to consult statutory organisations and town and parish councils.

The requirements for consulting on planning applications are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015.

**6.1.2: Changes to Strategic Planning Committee Meetings** – Councillor Reynolds raised the item regarding changes to the consultation at the above meetings. Currently after the Parish representative/ objector/ supporter has delivered their submission in person, Councillors on the Committee can ask questions to the representative, the proposed change would remove this option, therefore possibly devaluing the Parish Councils/objector/supporters submission, questions are important and the Parish Council will be making our feelings known at the next CAP meeting attended by Vice Chairman Powley and Councillor Reynolds.

**6.2: Correspondence:** Forwarded by email where possible.

**Agenda Item 7: – Finance.**

**7.1.1: Summary of Accounts.**

***Reconciled balances date 02/05/2024.***

Opening Bank Balances 1 <sup>st</sup> April 2024	£25,227.05
Income to date	£6,680.50
Expenditure to date	£1,077.07
Balance to date	£30,830.48

**7.2: Accounts paid in April 2024.**

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks March Internet Package & any expenses.	50.00
BACS	Cornwall Council – Clerks Salary March 2024.	649.98
BACS	Cornwall Council _ Magazine Print cost.	57.95
BACS	Cornwall Association of Local Councils - Subscription	257.09
BACS	Trenode Primary School Donation	50.00
	Total	1065.02

**7.3: Income in April 2024.**

1-Apr-24	Bond interest	£	29.13
5-Apr-24	Tregoad AD REVENUE	£	20.00
8-Apr-24	Cornwall Council PRECEPT PT 1	£	6,183.00
22-Apr-24	HMRC VAT refund	£	448.37
	Total	£	6,680.50

It was proposed by Councillor Keeble, seconded by Councillor Spicer that Items 7.1, 7.2 and 7.3 are ratified. ALL AGREED.

**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: 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 this meeting.

**7.6.3: Accounting Statements 2023/2024** - Presented by Responsible Finance Officer (the Clerk) for approval by the Parish Council signed and dated by the Chairman and Responsible Finance Officer at 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 £448.37.



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

**10.1.1: Cornwall Council.**

Newsletters and Special Bulletins and Notices sent by email.

**10.1.2: Other Authorities.**

None received.

**Agenda Item 11: New Business:**

None received.

**Agenda Item 12: Around the table:**

***Councillor Reynolds:***

Nothing raised.

***Councillor Lankston:***

Nothing raised.

***Councillor Spicer:***

Nothing raised.

***Councillor Keeble:***

**Two large potholes between the Monkey Sanctuary and Frogmore** – The Clerk to report to Cormac.

***Vice Chair Powley:***

**Widegates Lane potholes** – The Clerk to report to Cormac.

**Holland road, potholes by the hall entrance and drain outside number 7** – The Clerk to report to Cormac.

***The Chairman:***

Nothing raised.

***PCSO Dave Billing***

**Police Report:** In April 2024 there were 3 crimes reported in the parish , 2 domestic and 1 of stalking (there is no threat to the parishioners as this is being investigated).

The Police Surgery held at the No Man's land Hall was attended by only 3 people, it is hoped to rearrange the next one to a Friday evening when hopefully more people can attend.

Date and Time of Next Meetings: 13th June 2024, **Parish Council Meeting** at 7.30pm at the No Man's Land Memorial Hall.

There being no other business the meeting closed at 8.55pm.

## FINANCE REPORT.

St Martin-By-Looe Parish Council

### May 2024 Report 2023/2024

Item	Amount budgeted	Actual Spent to date	Plus/Minus	Percentage	
Insurance	£ 450.00	£ 379.74	-£ 70.26	84%	On Budget
Parish Paths	£ 180.00	£ -	-£ 180.00	0%	£70 paid in April 2024
Clerks Salary	£ 7,728.00	£ 7,715.76	-£ 12.24	100%	On Budget
CDC Admin fee	£ 72.00	£ 71.00	-£ 1.00	99%	On Budget
Clerks Expenses -All	£ 1,200.00		#VALUE!	#VALUE!	On Budget
Office Supplies	£ 250.00	£ 115.49	-£ 134.51	46%	Lower costs due to Free year of ink.
Defib Annual Subs	£ 340.00	£ 310.00	-£ 30.00	91%	On Budget
Street Furniture	£ 200.00	£ 170.00	-£ 30.00	85%	On Budget
Hall Hire/Zoom	£ 170.00	£ 160.00	-£ 10.00	94%	No invoice as yet.
Subscriptions	£ 280.00	£ 247.97	-£ 32.03	89%	On Budget
Misc & contingency	£ 350.00	£ 400.97	£ 50.97	115%	Community Garden money from last years grant
Grass Cutting/Weed spray	£ 800.00	£ 647.50	-£ 152.50	81%	No weed spray done
Data protection	£ 40.00	£ 35.00	-£ 5.00	88%	On Budget
Section 137	£ 50.00	£ -	-£ 50.00	0%	
Grants & gifts	£ 150.00	£ 100.00	-£ 50.00	67%	£50 agreed in March meeting, paid in April.
British Legion Wreath	£ 20.00	£ 25.00	£ 5.00	125%	Will amend for precept
Audit fees	£ 100.00	£ 100.00	£ -	100%	On Budget
Website Hosting	£ 250.00	£ 142.62	-£ 107.38	57%	Cheaper supplier
Salt bins	£ 250.00	£ -	-£ 250.00	0%	Not spent
VAT	£ -	£ 448.37	£ 448.37	#DIV/0!	
Parish magazine	£ -	£ 258.01	£ 258.01	#DIV/0!	Cost covered by Ad revenue
Community development	£ -	£ -	£ -	#DIV/0!	
From Reserves	£ -	£ 1,289.99	£ 1,289.99	#DIV/0!	New laptop, printer and noticeboard at Millendreath.
<b>Total budget &amp; expenditure</b>	<b>£ 12,880.00</b>	<b>£ 12,617.42</b>	<b>#VALUE!</b>	<b>98%</b>	

### Income

Precept	£ 11,980.00	
Grants	£ 126.73	
Bank Interest	£ 301.66	
VATrefund	£ 344.70	
Misc	£ 232.30	Jubilee mug sales and Turnpike Trust Funds
Parish paths	£ -	
Tithe Map	£ 21.00	Acting as hoast only money to be paid to RNLI
Advertising revenue	£ 655.00	
<b>Total Income</b>	<b>£ 13,661.39</b>	

### St Martin-By-Looe News

Advertising revenue to date	£ 655.00	
Print costs (anticipated)	£ 258.01	
<b>Profit/Loss</b>	<b>£ 396.99</b>	Profit for community