

# St Martin – By - Looe Parish Council

Friday 28<sup>th</sup> March 2025

**WORKING AGENDA, FOR THE ANNUAL PARISH COUNCIL MEETING AT 7.15PM,  
FOLLOWED BY THE PARISH COUNCIL MEETING AT 7.30PM.  
TO BE HELD ON THURSDAY 15<sup>th</sup> MAY 2025 AT NO MAN'S LAND MEMORIAL HALL.**

## The Annual Parish Council Meeting.

**Agenda Item 1:** Apologies for Absence.

**Agenda Item 2:** Election of Officers to serve to May 2026.

**Agenda Item 3:** Minutes of the Annual Parish Council Meeting held on 9th May 2024 - Approved on 13<sup>th</sup> June 2024.

**Agenda Item 4:** St Martin By Looe News – Annual return and report.

**Agenda Item 5:** Standing Orders/Code of Conduct – Review.

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

## 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 Annual Parish Meeting and the The Parish Council Meeting held on 3<sup>rd</sup> April 2025.

**Agenda Item 4:** Planning Applications:

**4.1.1: Application No:** PA25/02910.

**Proposal:** Certificate of Lawfulness for the existing use of the property in breach of the agricultural occupancy condition imposed upon planning consent 00/00889/FUL, continually and without break for a period more than 10 years prior to the date of this application.

**Location:** Millpark Farm Cottage, Millendreath, Looe, Cornwall.

**Applicant:** Mrs. N Boswell.

**Grid Ref** 226807 / 55263

**4.1.2: Application** PA25/03028.

**Proposal:** Re-development of existing beach resort to create new flood alleviation channel, replacement of 103 units of holiday accommodation (existing and extant) and the addition of up to 87 units of holiday accommodation.

Construction of a restaurant building, a central facilities building, a tennis court, car parking, passing places, re-alignment of the coastal path, hard and soft landscaping, fixed surface infrastructure and other associated works.

**Location:** Millendreath Holiday Village, Millendreath, Looe, Cornwall.

**Applicant:** Mr. Spencer Hicks, Orange Valley Resorts Ltd.

**Grid Ref:** 226832 / 54122.

**Consultation Extension:** Granted by Cornwall Council until 13<sup>th</sup> June 2025, due to size of the application.

**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.**

Charles Hyde (Mr) Clerk to the Council, 8 Trelawny Road, Menheniot, Liskeard. PL14 3TS, 01579 340905  
[clerk@stmartinbylooe.org.uk](mailto:clerk@stmartinbylooe.org.uk) [www.stmartinbylooe-pc.gov.uk](http://www.stmartinbylooe-pc.gov.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 ANNUAL PARISH COUNCIL MEETING AT 7.15PM.  
TO BE HELD ON THURSDAY 3<sup>rd</sup> APRIL 2025 AT NO MAN’S LAND MEMORIAL HALL.**

Parish Councillors: Robert Henly, Roberta Powley. Barbara Reynolds,  
Louise Western, Simon Lawes, David Keeble, Paul Matthews.  
County Councillor Mark Gibbons.  
Charles Hyde, Parish Clerk & Proper Officer of the Council.  
PCSO David Billing.

**Agenda Item1: Apologies for Absence:**

County Councillors: David Keeble, Simon Lawes.,

**Agenda Item 2: Election of Officers** - to serve to May 2026:

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

Councillor \_\_\_\_\_ was nominated by Councillor \_\_\_\_\_, seconded by Councillor \_\_\_\_\_,  
ALL 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 \_\_\_\_\_.  
ALL 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 2026:

**Memorial Hall Committee:** All agreed that Councillor \_\_\_\_\_ 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 9<sup>th</sup> May 2024**

Were approved at the meeting on the 13<sup>th</sup> June 2024.

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

**4.1.1: Annual Report –**

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

Standing Orders 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, FOR THE PARISH COUNCIL MEETING AT 7.30PM.**

**TO BE HELD ON THURSDAY 15<sup>th</sup> MAY 2025 AT NO MAN'S LAND MEMORIAL HALL.**

Chairman: Vice Chairman: Parish Councillors: Robert Henly, Roberta Powley. Barbara Reynolds, Louise Western, Simon Lawes, David Keeble, Paul Matthews.

County Councillor Mark Gibbons.

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

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 Annual Parish Meeting held on 3<sup>rd</sup> April 2025** It was proposed by Councillor                      seconded by Councillor                      and agreed unanimously 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 3<sup>rd</sup> April 2025** It was proposed by Councillor                      seconded by Councillor                      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 No:** PA25/02910.

**Proposal:** Certificate of Lawfulness for the existing use of the property in breach of the agricultural occupancy condition imposed upon planning consent 00/00889/FUL, continually and without break for a period more than 10 years prior to the date of this application.

**Location:** Millpark Farm Cottage, Millendreath, Looe, Cornwall.

**Applicant:** Mrs. N Boswell.

**Grid Ref** 226807 / 55263

#### **4.1.2: Application** PA25/03028.

**Proposal:** Re-development of existing beach resort to create new flood alleviation channel, replacement of 103 units of holiday accommodation (existing and extant) and the addition of up to 87 units of holiday accommodation. Construction of a restaurant building, a central facilities building, a tennis court, car parking, passing places, re-alignment of the coastal path, hard and soft landscaping, fixed surface infrastructure and other associated works.

**Location:** Millendreath Holiday Village, Millendreath, Looe, Cornwall.

**Applicant:** Mr. Spencer Hicks, Orange Valley Resorts Ltd.

**Grid Ref:** 226832 / 54122.

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

None received.

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

None received.

### **6.2: Correspondence:**

Forwarded by email where possible.

### **7.1.1: Summary of Accounts.**

#### ***Reconciled balances date 07/05/2025.***

Opening Bank Balances 1 <sup>st</sup> April 2025	£25,655.80
Income to date	£6,747.56
Expenditure to date	£1,328.24
Balance to date	£31,075.12

### **7.2: Accounts paid in April 2025.**

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks March 2025 Internet package & expenses.	101.50
BACS	Cornwall Council - Clerks Salary March 2025.	722.93
BACS	HP Instant Ink (Monthly subscription) paid by C Hyde	5.49
BACS	CALC Annual Subscription	270.28
BACS	Jason Jay – Millendreath Defib donation	300.00
BACS	Bleed Control – Annual Maintenance Contract	48.00
BACS	McAfee Live Safe Premium Plus Subscription	129.99
BACS	Adobe Systems Acrobat Export PDF (needed for magazine adverts)	21.14
BACS	Cornwall Council – Magazine Print cost	72.66
	<b>Total</b>	1671.99

### **7.3: Income in April 2025.**

7-Apr-25	Cornwall Council - Precept Part 1	£	6,531.50
11-Apr-25	Tregoad AD REVENUE	£	20.00
17-Apr-25	HMRC VAT refund	£	196.06
	<b>Total</b>	£	6,747.56

It was proposed by                      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: 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 2024/2025** - 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 completed, submitted and repaid on 17<sup>th</sup> April 2025. Value £196.06.

**7.6.7: Allocated funds** – At the end of the financial year the Parish Council's bank balance to date is £25,655.80.

#### **Reserves held:**

£8,000 for the play area.

£500 for unexpected election costs (mandatory).

£14,000 for emergencies, unexpected and non-precepted expenditure. (Equivalent to one years precept, (maximum allowed to hold).

**7.6.8: The Blue Accounts Book** – To be signed by the Chairman at this meeting.

**7.6.9: Annual Audit – Certificate of Exemption** – Signed by the Chairman at the April meeting and returned to the Auditors, confirmation of receipt received 02/05/2025.

**7.6.10: Conflict of Interest with BDO LLP** – Confirm no conflict declared with Audit Co by the Chairman and Clerk signing the appropriate form.

**7.6.11: Annual Return (Audit)** – Will be submitted to the Internal Auditor Sally Farrant for inspection after this meeting.

Updated Contact Details and Conflict of Interest forms will be submitted to BDO LLP within the deadline.

All documents except the Internal Audit Report to be uploaded onto our website in line with the Financial/Transparency Regulations.

**7.7.1: Accounts to be paid in May 2025.**

It was proposed by \_\_\_\_\_ seconded by \_\_\_\_\_ that the following be authorised for payment.

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks April 2025 Internet package & expenses.	50.00
BACS	Cornwall Council - Clerks Salary April 2025.	722.93
BACS	HP Instant Ink (Monthly subscription) paid by C Hyde	5.49
SO	Bank Service Charges	4.25
		<b>Total</b> 782.67

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

Nothing to report.

**Agenda Item 9: Business received after publication of agenda:**

None received.

**Agenda Item 10: New Business:**

None received.

**Agenda Item 11: Around the table:**

***Councillor Reynolds:***

***Councillor Western:***

***Councillor Matthews:***

***Vice Chair Powley:***

***The Chairman:***

***County Councillor Mark Gibbons:***

***PCSO Dave Billing***

Date and Time of Next Meetings: 12<sup>th</sup> June 2025, **The Parish Council Meeting** at 7.30pm at the No Man's Land Memorial Hall.

There being no other business the meeting closed at

**May 2025 Finance Report.**  
**2024/2025**

Item	Amount budgeted	Actual Spent to date	Plus/Minus	Percentage	
Insurance	£ 500.00	£ 424.58	-£ 75.42	85%	On Budget
Parish Paths	£ 180.00	£ 180.00	£ -	100%	On Budget
Clerks Salary	£ 8,580.00	£ 8,522.61	-£ 57.39	99%	On Budget
CDC Admin fee	£ 72.00	£ 72.00	£ -	100%	On Budget
Clerks Expenses -All	£ 1,300.00	£ 1,214.55	-£ 85.45	93%	On Budget
Office Supplies	£ 250.00	£ 95.28	-£ 154.72	38%	Lower costs
Defib Annual Subs	£ 400.00	£ 350.00	-£ 50.00	88%	On Budget
Street Furniture	£ 150.00	£ -	-£ 150.00	0%	No expenditure.
Hall Hire/Zoom	£ 170.00	£ 176.00	£ 6.00	104%	On Budget
Subscriptions	£ 280.00	£ 254.45	-£ 25.55	91%	On Budget
Misc & contingency	£ 300.00	£ 199.25	-£ 100.75	66%	Under budget.
Grass Cutting/Weed spray	£ 600.00	£ 630.00	£ 30.00	105%	Slightly over budget.
Data protection	£ 40.00	£ 35.00	-£ 5.00	88%	On Budget
Section 137	£ 50.00	£ 50.00	£ -	100%	On Budget
Grants & gifts	£ 150.00	£ 100.00	-£ 50.00	67%	On Budget
British Legion Wreath	£ 20.00	£ 19.99	-£ 0.01	100%	On Budget
Audit fees	£ 100.00	£ 100.00	£ -	100%	On Budget
Website Hosting	£ 150.00	£ 152.00	£ 2.00	101%	On Budget
Salt bins	£ -	£ -	£ -	#DIV/0!	
VAT	£ -	£ 196.06	£ 196.06	#DIV/0!	Reclaimed
Parish magazine	£ -	£ 210.78	£ 210.78	#DIV/0!	Cost covered by Ad revenue
Community development	£ -	£ -	£ -	#DIV/0!	
From Reserves	£ -	£ 370.00	£ 370.00	#DIV/0!	Millendreath Defib donation.
<b>Total budget &amp; expenditure</b>	<b>£ 13,292.00</b>	<b>£ 13,352.55</b>	<b>-£ 135.51</b>	<b>100%</b>	

**Income**

Precept	£ 12,366.00
Grants	£ -
Bank Interest	£ 308.99
VAT refund	£ 448.37
Misc	£ -
Parish paths	£ 132.94
Tithe Map	£ -
Advertising revenue	£ 525.00
<b>Total Income</b>	<b>£ 13,781.30</b>

**St Martin-By-Looe News**

Advertising revenue	£ 525.00
Print costs	£ 210.78
<b>Profit/Loss</b>	<b>£ 314.22</b>

Profit for community