

St Martin – By - Looe Parish Council

MINUTES FOR THE ANNUAL PARISH COUNCIL MEETING AT 7.15PM. HELD ON THURSDAY 3rd 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. Charles Hyde, Parish Clerk & Proper Officer of the Council. PCSO David Billing.

Agenda Item1: Apologies for Absence:

County Councillor: Simon Lawes. County Councillor Mark Gibbons.

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 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 Henly (Chairman). 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 2026:

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.

South East Cornwall Community Area Partnership - Town & Parish Council Representatives 2025/26. Councillors who have agreed to attend the Community Area Partnership (CAP) meetings are Councillor Reynolds and Vice Chairman Powley.

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 9th May 2024

Were approved at the meeting on the 13th June 2024.

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

4.1.1: Annual Report – For another year the Parish magazine has been published on time and continues to make a small profit of £314 towards benefits to the community, despite a large rise in print costs, £300 was donated to The Millendreath Defibrillator during the year. My thanks go to the regular contributors without whom the magazine would struggle to continue. - *Charles Hyde.*
The Chairman asked that the council's thanks for producing the quarterly magazine be included in these minutes.

Agenda Item 5: Standing Orders/Code of Conduct:

Standing Orders review if needed.

All upto date and agreed by the full council.

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

Nothing raised.

There being no other business, the meeting closed at: 7.25pm.

St Martin – By - Looe Parish Council

**MINUTES FOR THE PARISH COUNCIL MEETING AT 7.30PM.
HELD ON THURSDAY 15th MAY 2025 AT NO MAN'S LAND MEMORIAL HALL.**

Chairman: Robert Henly.

Vice Chairman: Roberta Powley.

Parish Councillors: Barbara Reynolds, Louise Western,
Simon Lawes, David Keeble, Paul Matthews.

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:

Parish Councillor: Simon Lawes. County Councillor Mark Gibbons.

Agenda Item 3: Minutes of the Parish Council Meeting:

3.1.1: Minutes for the Annual Parish Meeting held on 3rd April 2025 It was proposed by Councillor Reynolds, seconded by Councillor Keeble 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 3rd April 2025 It was proposed by Councillor Vice Chairman Powley, seconded by Councillor Keeble 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

Parish Council's Decision: It was proposed by Vice Chairman Powley, seconded by Councillor Western to approve this application with no issues. ALL AGREED.

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.

Parish Council's Decision: Deferred to 12th June meeting, however before then a separate meeting will be arranged to discuss this item further and a set of printed plans be requested from the applicant.

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 st 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
	Total	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
	Total	£	6,747.56

It was proposed by Councillor Reynolds, seconded by Councillor Keeble 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 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 17th 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 – 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 signed 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.

The Chairman asked for the Parish Council's thanks to the Clerk be in the minutes for preparing the Audit on time.

7.6.12: Employers NI Contribution – Due to the last budget, the earnings threshold was reduced from £9k to £5k, as a result the Parish Council now have to pay Employers NI on the Clerks salary, £44.99 per month has been charged from April 2025, this amounts to £539.88 per annum which this year will have to come out of the reserves.

7.7.1: Accounts to be paid in May 2025.

It was proposed by Vice Chairman Powley, seconded by Councillor Matthews that the following be authorised for payment. ALL AGREED.

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks April 2025 Internet package & expenses.	50.00
BACS	Cornwall Council - Clerks Salary April 2025.	767.92
BACS	HP Instant Ink (Monthly subscription) paid by C Hyde	5.49
SO	Bank Service Charges	4.25
	Total	827.66

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:**

Speeding traffic leaving the 40MPH on the B3253 – At the junction with Bucklawren Road, there have been several near misses here. The Clerk to contact William Glassup at Cormac.

Bus to Liskeard running on a Sunday – It has been reported that there is a bus to Liskeard on a Sunday.

Councillor Western:

Nothing raised.

Councillor Matthews:

No Right Turn sign into Holland Road coming from Looe – The sign is badly faded and needs to be replaced as there have been people turning right across the carriageway. The Clerk to report to Cormac.

Councillor Keeble:

Nothing raised.

Vice Chair Powley:

Holland Road resurfacing – Despite the entire road surface being removed only an area outside the hall has been fully resurfaced, the rest has only had potholes filled. The Clerk to contact Cormac to find out why this has not been completed.

Widegates Play Area – Cars parked both sides of the road blocking buses and children seen running onto the road, a dedicated car park needs to be provided, and safety fencing installed at the entrance to the play area. The Clerk to talk to PCSO Dave Billing.

The Chairman:

Nothing raised.

PCSO Dave Billing:

Police Report – One crime reported in the Parish in April – Assault on Millendreath beach, an ice cream incident.

Councillor Reynolds asked for advice on the visibility issues at the junction of the lane to Bucklawren Road at No 6. PCSO Dave Billing said there was nothing to be done as the highway has not been blocked.

Date and Time of Next Meetings: 12th 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 8.15pm

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.
Total budget & expenditure	£ 13,292.00	£ 13,352.55	-£ 135.51	100%	

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
Total Income	£ 13,781.30

St Martin-By-Looe News

Advertising revenue	£ 525.00
Print costs	£ 210.78
Profit/Loss	£ 314.22

Profit for community