

St Martin – By - Looe Parish Council

Friday 26th September 2025

**WORKING AGENDA, FOR THE PARISH COUNCIL MEETING AT 7.30PM.
TO BE HELD ON THURSDAY 2nd OCTOBER 2025 AT NO MAN'S LAND MEMORIAL HALL.**

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 held on 4th September 2025.

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.

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-pc.org.uk 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 PARISH COUNCIL MEETING AT 7.30PM.

TO BE HELD ON THURSDAY 2nd OCTOBER 2025 AT NO MAN'S LAND MEMORIAL HALL.

Chairman: Robert Henly.

Vice Chairman: Roberta Powley.

Parish Councillors: Barbara Reynolds, Louise Western,

David Keeble, Paul Matthews.

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

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.

County Councillor, Mark Gibbons.

PCSO David Billing.

Agenda Item 3: Minutes of the Parish Council Meeting:

3.1.1: Minutes for the Parish Council Meeting held on 4th September 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: None received.

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 21/09/2025.

Opening Bank Balances 1 st April 2025	£25,655.80
Income to date	£13,625.36
Expenditure to date	£6,326.40
Balance to date	£32,954.76

7.2: Accounts paid in August 2025.

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks July/August 2025 Internet package & expenses.	100.00
BACS	Cornwall Council - Clerks Salary July 2025.	767.92
BACS	HP Instant Ink (Monthly subscription) paid by C Hyde. Additional pages needed in July.	13.49
SO	Bank Service Charges	4.25
BACS	Cornwall Council – Clerks Salary August 2025	767.92
BACS	HP Instant Ink (Monthly subscription) paid by C Hyde.	6.49
SO	Bank Service Charge	4.25
DD	Information Commissioner – Data Protection annual fee	47.00
BACS	Honorarium External Audit Fee - to be donated to a Wildlife Charity	100.00
BACS	Cornwall Air Ambulance - Donation	100.00
BACS	R. Powley – Community Garden donation	32.00
	Total	1943.32

7.3: Income in September 2025.

8-Sep-25	Cornwall Council - Precept Part 2		£	6,531.50
21-Sep-25	Bank Interest		£	17.23
		Total	£	6,548.73

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.

7.5.1: Cornwall Air Ambulance – Thank you card, circulated at this meeting.

7.6. Financial Business

7.7.1: Accounts to be paid in October 2025.

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

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks September 2025 Internet package.	50.00
BACS	Cornwall Council - Clerks Salary September 2025.	767.92
BACS	HP Instant Ink (Monthly subscription) (Paid by C Hyde).	6.49
SO	Bank Service Charges	4.25
BACS	Royal British Legion - Poppy Wreath (Paid for by C Hyde)..	19.99
BACS	Election cost (Uncontested)	288.68
BACS	Microsoft 365 annual subscription. (Paid by C Hyde).	84.99
BACS	Cornwall Council – Magazine Printing	79.93
	Total	1,302.25

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

8.1.1: Passing Places on Bucklawren Road – Reported to Cormac who replied this had already been reported.

8.1.2: Holland Road Estate roads – The unfinished roads on the estate are now turning into mini lakes.

Email received from Surfacing below:

As you will be aware, the site received structural patching to address underlying defects in the carriageway. A further phase of works, involving the application of micro asphalt, is scheduled for later in this financial year.

Micro asphalt is a specialist surface treatment designed to seal the carriageway, restore texture, and extend the life of the road. It provides a smoother running surface for vehicles while protecting against further deterioration.

In light of the concerns you have raised, we will arrange for a member of our team to attend and inspect the site as a priority to ensure it remains safe and serviceable until the next phase of works takes place. I am happy to provide an update to you once this inspection has taken place.

Thank you again for bringing this to our attention. We appreciate your patience and understanding while we work to complete these improvements.

8.1.3: Manhole by No: 1 Bucklawren Road – The manhole cover is sinking into the road and is now causing problems – The Clerk reported to Cormac who replied this has already been reported.

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 Keeble:

Councillor Matthews:

Vice Chair Powley:

The Chairman:

PCSO Dave Billing:

Police Report (by email) - Please pass on my apologies for not being able to attend tonight's meeting due to being on a day shift.

During the month of September there was 1 crime reported within the parish and this was an assault which happened at Looe Bay.

Several patrols have been carried out in the Parish and all seems to be in order.

If any issues are raised at tonight's meeting that require Police, please email me the details.

Date and Time of Next Meetings: 6th November 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