

St Martin – By - Looe Parish Council

Friday 31st October 2025

**WORKING AGENDA, FOR THE PARISH COUNCIL MEETING AT 5.30PM.
TO BE HELD ON THURSDAY 6th NOVEMBER 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 2nd October 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 5.30PM.

TO BE HELD ON THURSDAY 6th NOVEMBER 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, Simon Lawes

County Councillor, Mark Gibbons.

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

Public Question Time and Councillors Comments on Declared Interests:

Prior to the meeting – meet with Alexandra Carr, Community Animator, Cornwall Rural Community Charity at 6.45pm.

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 Meeting held on 2nd October 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 06/11/2025.

Opening Bank Balances 1 st April 2025	£25,655.80
Income to date	£13,843.26
Expenditure to date	£9,579.06
Balance to date	£29,920.00

7.2: Accounts paid in October 2025.

Pay Type	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

7.3: Income in October 2025.

3-Oct-25	Tregoad AD REVENUE		£	20.00
21-Oct-25	Wills AD REVENUE		£	30.00
24-Oct-25	A Lankston AD REVENUE		£	15.00
28-Oct-25	Scott Parry AD REVENUE		£	60.00
30-Oct-25	R Stead AD REVENUE		£	30.00
31-Oct-25	Tredinnick AD REVENUE		£	30.00
6-Nov-25	Bank Interest		£	32.90
		Total	£	217.90

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.

7.6. Financial Business

7.6.1: Clerk's Annual Salary Review – Currently paid SCP 27, £15.00 per hour, 11 hours per week, =£165.00. (NALC recommended rate for SCP 27 in 2024/25 £19.20 per hour, 11 hours per week, = £211.20). Plus £600 per year office rental and energy allowance and £50.00 per month telephone and internet package.

NALC recommended rate for SCP 27 in 2024/25 £19.81 per hour, 11 hours per week, = £217.91.

7.6.2: Review Clerks Telephone and Internet Package – As the world has changed and telephone and internet packages have become the norm, the Clerk feels this payment is no longer applicable. Discuss and review together with Office and Energy payments.

7.7.1: Accounts to be paid in November 2025.

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

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks October 2025 Internet package.	50.00
BACS	Cornwall Council - Clerks Salary October 2025.	767.92
BACS	HP Instant Ink (Monthly subscription) (Paid by C Hyde).	6.49
SO	Bank Service Charges	4.25
BACS	Office Rental and Energy Costs (Annual Charge)	600.00
BACS	CPRE Annual Subscription	36.00
BACS	Duchy Defibrillators – Annual Maintenance contract	390.00
	Total	1854.66

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

8.1.1: Childrens School Bus Pass eligibility – Councillor Gibbons and the Clerk are still awaiting a response from the Student Transport Team.

8.1.2: Looe Car Parking Availability Sign – The sign on the B3253 towards Looe has not worked this year, who is responsible for this sign? The Clerk withed Looe Town Council who replied this was Cormac's sign and they would report it to Cormac as they were not aware of the issue.

8.1.3: Worn out signage – This has been reported before, but nothing has been done. The No Right Hand Turn on the B3253 coming from Looe to No Man's Land is very faded and needs attention, together with the speed repeater signs which are also faded and, in some cases, missing. The Clerk to reported to Cormac again and received a phone call assuring us that all of the signs in that part of the B3253 were to be replaced in the next round of funding.

8.1.4: Pavement on Bindown Road – Covered in brambles and need cutting back as pavement is unusable. The Clerk reported to Cormac, who have confirmed the work has been carried out.

Agenda Item 9: Business received after publication of agenda:

None received.

Agenda Item 10: New Business:

10.1.1: Clerks Holiday – The Clerk will be taking 10 days leave from 20th November 2025.

Agenda Item 11: Around the table:

Councillor Reynolds:

Councillor Keeble:

Councillor Lawes:

Councillor Matthews:

Councillor Western:

Vice Chair Powley:

The Chairman:

PCSO Dave Billing:

Date and Time of Next Meetings: 4th December 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