

St Martin – By - Looe Parish Council

**MINUTES FOR THE PARISH COUNCIL MEETING AT 7.30PM. HELD ON THURSDAY
4th DECEMBER 2025 AT NO MAN’S LAND MEMORIAL HALL.**

Attended by:

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:

Tregoad Holiday Park – Update – Ref: PA25/07808 (see below), full consultation with neighbour affected by the application has taken place. If approved the space vacated underneath the Stargazey Grill will be redeveloped.

No further issues were raised or declared.

Agenda Item 1: Declarations of Interest:

None declared.

Agenda Item 2: Apologies for absence:

County Councillor, Mark Gibbons.

Parish Councillor, Simon Lawes.

PCSO David Billing.

Agenda Item 3: Minutes of the Parish Council Meeting:

3.1.1: Minutes for the Parish Council Meeting held on 6th November 2025 It was proposed by Councillor Keeble, seconded by Councillor Matthews 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: PA25/08246.

Proposal: Change of use of six holiday lets to form residential dwellings.

Location: Summercourt Cottages, St Martin by Looe, Cornwall.

Applicant: Mr D Valentiner-Branth.

Grid Ref: 227464 / 54462.

Parish Council’s Decision: Approved with no issues. Proposed by Councillor Keeble, seconded by Vice Chairman Powley. ALL AGREED.

4.1.2: Application No: PA25/07808.

Proposal: Provision of a new facilities building, together with associated works.

Location: Tregoad Caravan and Camping Park, St Martin by Looe, Cornwall.

Applicant: Tregoad Holiday Park Ltd.

Grid Ref: 227222 / 55940.

Parish Council’s Decision: Approved with no issues. Proposed by Vice Chairman Powley, seconded by The Chairman. ALL AGREED.

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 03/12/2025.

Opening Bank Balances 1 st April 2025	£25,655.80
Income to date	£13,904.36
Expenditure to date	£10,703.72
Balance to date	£28,856.44

7.2: Accounts paid in November 2025.

Payment type	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

7.3: Income in November 2025.

19-Nov-25	Purely Cornish AD REVENUE		£	30.00
1-Dec-25	Bank Interest		£	16.10
2-Dec-25	B Reynolds AD REVENUE		£	15.00
		Total	£	61.10

It was proposed by Councillor Matthews, seconded by Councillor Reynolds 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: Parish Council Reserves and Budget Setting for the year 2026/27 – The Parish Council currently holds £29,915.75 in the bank to pay for budgeted expenditure and allocated reserves including for emergency and unexpected expenditure. The allocated funds need to be reviewed with additional items added to ensure the Parish Council can continue to function.

Remaining reserves should change to:

£6,500 for the play area. (reduced by £2500 to cushion the 23% increase).

£500 for unexpected election costs (mandatory).

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

Precept remaining unspent £5,759.68. (correct as 17/11/25)

Total £27,259.69. £2,656.07 more than the bank balance plus reserves, plus precept unspent, however Approx £184.00 is unspent advertising profit and cannot be used for Parish Council business. Leaving £2,472.06 to allocate or return to reserves. (all figures correct on 17/11/25).

Discussions ensued and it was agreed to accept the Clerks proposals as above.

7.6.3: End of calendar year finance report – Presented by the Clerk. (attached).

7.6.4: 2026/2027 Precept – The draft precept, as prepared by the Clerk is attached. £800 to be deducted as agreed last year to reduce Parish Council's reserves.

Discussions ensued and it was proposed by Councillor Reynolds, seconded by Vice Chairman Powley to agree the Precept for 2026/2027 of £13,538.

(Submitted to Cornwall Council 5/11/2025 Ref: LTW85934).

7.7.1: Accounts to be paid in December 2025.

It was proposed by Councillor Keeble, seconded by Councillor Western that the following be authorised for payment. ALL AGREED.

Payment type	Organisation	Amount
BACS	CF Hyde – Clerks November 2025 Internet package.	50.00
BACS	Cornwall Council - Clerks Salary November 2025.	767.92
BACS	HP Instant Ink (Monthly subscription) (Paid by C Hyde).	6.49
SO	Bank Service Charges	4.25
BACS	Oak Johnson (Parish Paths)	200.00
BACS	Western Web Annual Domain Subscription	96.00
BACS	St Martin Village Hall Trust	176.00
	Total	1300.66

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

8.1.1: Flooding by Polborder and on Bucklawren Road – The Clerk reported to Cormac. This is still a problem, the Clerk to resubmit the report to Cormac.

Agenda Item 9: Business received after publication of agenda:

9.1.1: Parish Councillor Email Addresses – The change to .gov.uk is needed to conform with AGAR regulations, Western Webb have made the changes and have confirmed the current.org.uk will still work for the time being, but Parish Councillors will need to ensure that outgoing email needs to come from the -gov.uk email. (EG: councillors.name@stmartinbylooe-pc.gov.uk). If assistance needed please bring your device to the next meeting.

Agenda Item 10: New Business:

None received.

Agenda Item 11: Around the table:

Councillor Reynolds:

Pothole near The Oaks entrance – The Clerk to report to Cormac.

Bus Pass Issue – Still unresolved. The Clerk will write to the Head of Cornwall Council to seek help in getting this resolved.

Councillor Keeble:

Nothing Raised.

Councillor Matthews:

Nothing Raised.

Councillor Western:

Nothing Raised.

Vice Chair Powley:

St Martins School Trust – There have 6 applications for a grant which is expected to be £150 (TBC),

The Chairman:

Nothing Raised.

PCSO Dave Billing:

Police Report - Good afternoon.

Please pass on my apologies for not being able to attend tonight's meeting.

During November 2025 there were no crimes reported to Devon and Cornwall Police, so a good month for the Parish.

I would like to take this opportunity to wish you all a Merry Christmas and a very happy New Year.

Date and Time of Next Meetings: 8th January 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

St Martin By Looe Parish Council

Draft Precept 2026/ 27

Item	2025/ 26	2026/ 27	%	Explanation	
Insurance	£ 480	£ 500	4%	Inflation rise	
Parish Paths	£ 180	£ 200	11%	Increased charge	
Clerks Salary	£ 8,592	£ 11,331	32%	Bringing upto the recommended amount	
Salary Admin	£ 72	£ 72	0%	No Change	
Clerks Expenses/ Office cost	£ 1,200	£ 650	-46%	lower cost due to stopping of paymmt for internet.	
Office Supplies	£ 125	£ 125	0%	No Change	
Defib Annual Costs	£ 440	£ 440	0%	No Change	
Hall Hire	£ 170	£ 200	18%	Inflation rise	
Subscriptions	£ 270	£ 290	7%	Inflation rise	
Grass Cutting	£ 700	£ 700	0%	No Change	
Misc & Contingency	£ 260	£ 260	0%	No Change	
Street Furniture/ Fingerposts	£ -	£ -	#DIV/0!	Maintainance if required from reserves.	
Training	£ 300	£ -	-100%	Take from reserves if needed	
Election Cost	£ 1,174	£ -	-100%	no election this year	
Data Protection	£ 35	£ 35	0%	No Change	
Section 137	£ 50	£ 50	0%	No Change	
Grants/gifts	£ 150	£ 150	0%	No Change	
Remembrance Wreath	£ 20	£ 20	0%	Actual cost	
Bank Charges/ Employers NI	£ 680	£ 800	18%	Monthly charges	
Audit fees	£ 100	£ 100	0%	New Auditor fee.	
Salt Bins	£ -	£ -	#DIV/0!	From reserves if needed.	
Magazine	£ -	£ -	#DIV/0!	Advertising revenue covering costs.	
Website hoasting	£ 200	£ 250	25%	Additional cost due to hoasting email accounts and .gov.uk domain	
Expenditure budget	£ 15,198	£ 16,173	6%	£	975
LMP Grant	£ 135	£ 135	0%	Unconfirmed	
From reserves reduction	£ 2,000	£ 2,500	25%	increase	
Precept requested	£ 13,063	£ 13,538	4%	£	475

 Increase.
 Reduction.

December 2025 Finance Report.
2024/2025

Item	Amount budgeted	Actual Spent to date	Plus/Minus	Percentage	
Insurance	£ 480.00	£ 473.80	-£ 6.20	99%	On Budget
Parish Paths	£ 180.00	£ -	-£ 180.00	0%	Awaiting bill
Clerks Salary	£ 8,592.00	£ 5,727.44	-£ 2,864.56	67%	On Budget
CDC Admin fee	£ 72.00	£ 48.00	-£ 24.00	67%	On Budget
Clerks Expenses -All	£ 1,200.00	£ 900.00	-£ 300.00	75%	On Budget
Office Supplies	£ 125.00	£ 155.87	£ 30.87	125%	slightly higher costs
Defib Annual Subs	£ 440.00	£ 325.00	-£ 115.00	74%	On Budget
Street Furniture	£ -	£ -	£ -	#DIV/0!	No expenditure.
Hall Hire/Zoom	£ 170.00	£ -	-£ 170.00	0%	Awaiting bill
Subscriptions	£ 270.00	£ 265.71	-£ 4.29	98%	On Budget
Misc & contingency	£ 260.00	£ 181.49	-£ 78.51	70%	Under budget.
Grass Cutting/Weed spray	£ 700.00	£ -	-£ 700.00	0%	Awaiting bill
Data protection	£ 35.00	£ 47.00	£ 12.00	134%	Over Budget
Section 137	£ 50.00	£ 32.00	-£ 18.00	64%	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
Training, Elections	£ 1,474.00	£ 288.68	-£ 1,185.32	20%	Lower election costs than anticipated.
Audit fees, Bank charge, NI	£ 780.00	£ 403.94	-£ 376.06	52%	On Budget
Website Hosting	£ 200.00	£ 97.00	-£ 103.00	49%	On Budget
Salt bins	£ -	£ -	£ -	#DIV/0!	
VAT	£ -	£ 147.15	£ 147.15	#DIV/0!	Reclaimed
Parish magazine	£ -	£ 225.25	£ 225.25	#DIV/0!	Cost covered by Ad revenue
Community development	£ -	£ -	£ -	#DIV/0!	
From Reserves	£ -	£ -	£ -	#DIV/0!	
Total budget & expenditure	£ 15,198.00	£ 9,438.32	-£ 5,906.83	62%	

Income

Precept	£ 13,063.00
Grants	£ -
Bank Interest	£ 164.20
VATrefund	£ 196.60
Misc	£ -
Parish paths	£ -
Tithe Map	£ 10.00
Advertising revenue	£ 410.00
Total Income	£ 13,843.80

St Martin-By-Looe News

Advertising revenue	£ 410.00	
Print costs	£ 225.25	
Profit/ Loss	£ 184.75	Profit for community

Magazine Publication Dates

March	1 st	Deadline	February 13 th .
June	1 st	Deadline	May 15 th .
September	1 st	Deadline	August 14 th .
December	1 st	Deadline	November 13 th .

Meeting Dates 2026.

January	8 th	Parish Council Meeting	7.30pm
February	5 th	Parish Council Meeting	7.30pm
March	5 th	Parish Council Meeting	7.30pm
April	2 nd	Annual Parish Meeting	7.15pm
		Parish Council Meeting	7.30pm
May	7 th	Annual Parish Council Meeting	7.15pm
		Parish Council Meeting	7.30pm
June	11 th	Parish Council Meeting	7.30pm (Due to RC Show)
July	2 nd	Parish Council Meeting	7.30pm
September	3 rd	Parish Council Meeting	7.30pm
October	1 st	Parish Council Meeting	7.30pm
November	5 th	Parish Council Meeting	7.30pm
December	3 rd	Parish Council Meeting	7.30pm