

# **St Martin – By - Looe Parish Council**

**To All Members of the Parish Council.**

**WORKING AGENDA, FOR THE RESCHEDULED PARISH COUNCIL MEETING AT 7.30PM.  
TO BE HELD ON THURSDAY 15th JANUARY 2026 AT NO MAN'S LAND MEMORIAL HALL.**

Chair: Robert Henly.

Vice Chair: Roberta Powley.

Parish Councillors: Barbara Reynolds.

David Keeble, Paul Matthews. .

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

## **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 Councillors, Louise Western, Simon Lawes.

PCSO David Billing.

County Councillors Mark Gibbons.

## **Agenda Item 3: Minutes of the Parish Council Meeting:**

**3.1.1: Minutes for the Parish Council Meeting held on 4<sup>th</sup> December 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:** PA25/08889.

**Proposal** Proposed plant room.

**Location** The Oaks Holiday Park, Bucklawren Road, No Mans Land, Looe.

**Applicant** Ms Louise and Olive Western, The Oaks Holiday Park.

**Grid Ref** 228317 / 55907.

**Parish Councils Decision:** Approved by delegated authority following email consultation.

Proposed by Councillor Reynolds, seconded by Vice Chair Powley, all agreed.

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

**5.1.1: 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.

**Cornwall Council's Decision:** Approved.

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

None received.

## **6.2: Correspondence:**

Forwarded by email where possible.

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

#### **Reconciled balances date 30/12/2025.**

Opening Bank Balances 1 <sup>st</sup> April 2025	£25,655.80
Income to date	£14,158.76
Expenditure to date	£11,724.55
Balance to date	£28,090.01

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

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

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

8-Dec-25	Great Trethew AD REVENUE		£	120.00
15-Dec-25	Cornwall Council - Paths Grant		£	134.40
		Total	£	254.40

It was proposed by Councillor Keeble, seconded by Vice Chair Powley 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: Clerks Payroll Arrangements** – The Clerks salary is currently paid by Cornwall Council's Payroll, this arrangement is being terminated in April 2026 by Cornwall Council following recommendations from their auditors. This means the Parish Council needs to make alternative arrangements with an alternative provider EG: Accountants etc. This will result in an administration charge likely to be more than the £6 currently paid to Cornwall Council.

**Update – Due to time constraints arrangements have been made with Metherell Gard, Chartered Accountants, Morval, Looe.**

**Costs: Set up fee £35 plus VAT. £8.75 per employee plus VAT = £43.75 plus VAT.**

**Thereafter £17.50 plus VAT per month.**

Discussions ensued and it was proposed by The Chair, seconded by Councillor Reynolds that the Parish Council employ Metherell Gard Chartered Accountants to manage the Clerks payroll. ALL AGREED.

### **7.7.1: Accounts to be paid in January 2026.**

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

Payment type	Organisation	Amount
BACS	CF Hyde – Clerks December 2025 Internet package.	50.00
BACS	Cornwall Council - Clerks Salary December 2025.	767.92
BACS	HP Instant Ink (Monthly subscription) (Paid by C Hyde).	6.49
SO	Bank Service Charges	4.25
BACS	Cornwall Council – Magazine Print charge	72.66
	Total	901.32

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

**8.1.1: Pothole near The Oaks entrance** – The Clerk reported to Cormac, who had already received a report, flooding also reported to Cormac and photos supplied.

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

None received.

### **Agenda Item 10: New Business:**

#### **10.1.1: Information from WesternWeb re: our website (see below) –**

Since last year Assertion 10 has been added to the requirements for the AGAR for 2025/26

We have updated the website platform for St Martin by Looe Parish Council to ensure compliance with WCAG 2.2 Level AA can be achieved, as required by 2025/26 AGAR Assertion 10.

However the content on the website should also be tested regularly to ensure compliance with WCAG 2.2 level AA, and the Accessibility Statement on the website is required to show when the test was performed. The website for St Martin by Looe Parish Council was last tested on 9<sup>th</sup> January 2023, and therefore should be retested.

We can run a WCAG 2.2 Level AA compliancy check using a number of recognised tools on the website, identify and where possible resolve compliance failures and update the Accessibility Statement. The fee for this service for your website is £45 + VAT

Please confirm if you require this test to be done.

The Clerk confirmed this needs to be done to continue to be compliant.

Discussions ensued and it was proposed by Councillor Reynolds, seconded by Councillor Matthews to approve this expenditure. ALL AGREED.

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

#### ***Councillor Reynolds:***

**Cornwall Housing** – concerns raised about the condition of a couple of properties in the parish. Cornwall Housing aware.

**Treveria Farm Lane** – No vehicular access signs have still not been erected. The Clerk to report to Cormac.

#### ***Councillor Keeble:***

**Chairman and Vice Chairman** – Will the Parish Council adopt Cornwall Councils decision to change to Chair and Vice Chair. The Clerk will make all the necessary changes.

**Gradient sign damaged** – Penvith to Windsor 17% gradient sign damaged by tree in the recent storm. The Clerk to report to Cormac.

**Councillor Matthews:**

**Various Potholes Appearing** – Throughout the highway network will report back when they reach the correct depth for repair.

**Vice Chair Powley:**

**St Martins School Trust** – Have approved 6 payments of £150 to students of the Parish.

**The Chair:**

Nothing raised.

**PCSO Dave Billing:**

**Police Report:** Firstly, I would like to take this opportunity to wish you all a happy New Year.

Please pass on my apologies for not being able to attend tonight's meeting, I shall hopefully be at next month's meeting.

We have been patrolling the Parish, and I am glad to report that during December 2025 there were no crimes reported within the Parish.

If any issues arise at tonight's meeting that require Police attention please email me the details.

**Couty Councillor Mark Gibbons:**

**Local update**

**Graffiti - Christmas morning incident**

I woke up on Christmas morning to a spate of graffiti across the division - from Looe to Downderry, and extending out to Polbathic and Crafhole. I went out that day to photograph and map each occurrence and liaised with the police. This was not a harmless prank - residents and businesses have been left picking up the bill for serious criminal damage, and I will keep pressure on for a result.

**Station Road works - taking longer than planned**

*The works on Station Road are taking longer than expected due to additional underpinning being required to make the bank secure. I'll continue to monitor progress and keep you posted as this moves forward.*

**Storm Goretti - impacts and recovery**

*Storm Goretti - the first named storm of 2026 - has caused severe damage and, tragically, loss of life across Cornwall.*

*In our division, several trees came down and blocked roads between Downderry and Looe. My thanks to the members of the public who reported issue, and to Cornwall Council Highways and Cormac for getting roads cleared and reopened quickly in extremely challenging conditions.*

*As residents in Morval and Widegates will know only too well, this was followed by a protracted power outage, and some households are still waiting for broadband services to be fully restored. More widely across Cornwall, colleagues on the north coast and further west have reported even more severe impacts, including extensive tree fall, property damage, and ongoing utility disruption.*

*From Truro*

**Cornwall Council draft budget 2026 - 27 - have your say**

*Cornwall Council has published a balanced draft budget for 2026 - 27, and it is open for public comment until 27 January 2026.*

*I would encourage residents to respond - particularly where service changes could disproportionately affect rural communities. The consultation is here: <https://letstalk.cornwall.gov.uk/budget-26-27>*

**Visit Cornwall liquidation - mitigating the impact**

*The voluntary liquidation of Visit Cornwall last year raised real concern among local businesses that rely on strong destination marketing.*

*I have raised this with the Cabinet Member for the visitor economy, and I'm reassured to hear that Cornwall Council is maintaining the Visit Cornwall website and is exploring acquisition of assets, with a team in place to manage ongoing destination marketing and support.*

*A tourism summit for industry leaders and businesses is scheduled at the Eden Project on 27 January 2026.*

*We're off to a busy start but let me close by wishing you all the very best for a healthy and happy New Year!*

Date and Time of Next Meetings: 5<sup>th</sup> February 2026, **The Parish Council Meeting** at 7.30pm at the No Man's Land Memorial Hall.

There being no other business the meeting closed at 8.07pm.

## **Meeting Dates 2026. (Amended).**

January	15 <sup>th</sup>	(delayed) Parish Council Meeting	7.30pm
February	5 <sup>th</sup>	Parish Council Meeting	7.30pm
March	5 <sup>th</sup>	Parish Council Meeting	7.30pm
April	2 <sup>nd</sup>	Annual Parish Meeting	7.15pm
		Parish Council Meeting	7.30pm
May	7 <sup>th</sup>	Annual Parish Council Meeting	7.15pm
		Parish Council Meeting	7.30pm
June	11 <sup>th</sup>	Parish Council Meeting	7.30pm
July	2 <sup>nd</sup>	Parish Council Meeting	7.30pm
September	3 <sup>rd</sup>	Parish Council Meeting	7.30pm
October	1 <sup>st</sup>	Parish Council Meeting	7.30pm
November	5 <sup>th</sup>	Parish Council Meeting	7.30pm
December	3 <sup>rd</sup>	Parish Council Meeting	7.30pm