

St Martin – By - Looe Parish Council

Friday 2nd January 2026

**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.**

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 December 2025.

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

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

Chairman: Robert Henly.

Vice Chairman: Roberta Powley.

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

County Councillor, Mark Gibbons.

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.

PCSO David Billing.

Agenda Item 3: Minutes of the Parish Council Meeting:

3.1.1: Minutes for the Parish Council Meeting held on 4th December 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:

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

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 st 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 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.

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.

7.7.1: Accounts to be paid in January 2026.

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

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 9th 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.

Agenda Item 11: Around the table:

Councillor Reynolds:

Councillor Keeble:

Councillor Matthews:

Councillor Western:

Vice Chair Powley:

The Chairman:

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:

Date and Time of Next Meetings: 5th 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

Meeting Dates 2026. (Amended).

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
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