

St Martin – By - Looe Parish Council

Friday 3rd April 2026

WORKING AGENDA, FOR THE ANNUAL PARISH MEETING AT 7.15PM, FOLLOWED BY THE PARISH COUNCIL MEETING AT 7.30PM.

TO BE HELD ON THURSDAY 9th APRIL 2026 AT NO MAN'S LAND MEMORIAL HALL.

The Annual Parish Meeting.

AGENDA

The Annual Parish Meeting.

Agenda Item 1: Apologies for absence.

Agenda Item 2: Minutes of the Annual Parish Meeting held on 3rd April 2025.

(Approved at the 15th May 2025 meeting).

Agenda Item 3: Report from the Chair of the Parish Council and Organisations in the Parish.

Agenda Item 4: Reports from other organisations in the Parish:

Agenda Item 5: Matters raised by Parishioners for further discussion and possible Action:

Parish Council Meeting.

AGENDA

The Parish Council Meeting.

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 the 5th March 2026.

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: New Business.

Agenda Item 11: 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@stmartinbylooeipc.org

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

**WORKING AGENDA FOR THE ANNUAL PARISH MEETING AT 7.15PM.
TO BE HELD ON THURSDAY 9TH APRIL 2026 AT NO MAN'S LAND MEMORIAL HALL.**

Chair: Robert Henly.

Vice Chair: Roberta Powley.

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

County Councillor, Mark Gibbons.

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

PCSO Dave Billing.

The Annual Parish Meeting.

Agenda Item 1: Apologies for absence.

Agenda Item 2: Minutes of the Annual Parish Meeting.

2.1.1: Minutes for the Annual Parish Meeting held on 3rd April 2025.

Approved at the 15th May 2025 meeting.

Agenda Item 3: St Martin by Looe Parish Council - Chairman's Report 2026.

Agenda Item 4: Reports from other organisations in the Parish:

Agenda Item 5: Matters raised by Parishioners for further discussion and possible Action:

Nothing raised.

There being no other business the meeting closed at

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 9th APRIL 2026 AT NO MAN'S LAND MEMORIAL HALL.

Chair: Robert Henly.

Vice Chair: Roberta Powley.

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

County Councillor, Mark Gibbons.

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

PCSO Dave Billing.

Public Question Time and Councillors Comments on Declared Interests:

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 5th March 2026 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:

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

5.1.1: Application No: PA25/03028.

Applicant:- Mr. Spencer Hicks..

Location:- Millendreath Holiday Village, Millendreath, Looe, Cornwall, PL13 1PE

Proposal: Re-development of existing beach resort to create new flood alleviation channel, replacement of 103 units of holiday accommodation (existing and extant) and the addition of up to 87 units of holiday accommodation. Construction of a restaurant building, a central facilities building, a tennis court, car parking, passing places, re-alignment of the coastal path, hard and soft landscaping, fixed surface infrastructure and other associated works (including a replacement sea wall).

Cornwall Councils Decision: APPROVED with conditions.

5.1.2: Application No: PA26/01649.

Applicant:- Mr. Alex Manning.

Location:- Trevaria Farm, Widegates, PL13 1QR.

Proposal: Prior notification of agricultural or forestry development for: The excavation to form a slurry lagoon.

Cornwall Council's Decision:

5.1.3: Application No: PA26/01656. Prior approval not req'd(PA/AF/TEL/DEM/)

Applicant:- Mr. Harvey Kitto.

Location:- Trevaria Farm, Widegates, Looe, Cornwall, PL13 1QR.

Proposal: Prior notification of agricultural or forestry development for: An extension to a livestock Building.

Cornwall Council's Decision: Prior approval not req'd(PA/AF/TEL/DEM/)

Agenda Item 6: Planning Matters:

None received.

6.2: Correspondence:

Forwarded by email where possible.

7.1.1: Summary of Accounts.

Reconciled balances date 31/03/2026.

Opening Bank Balances 1 st April 2025	£25,655.80
Income to date	£14,357.75
Expenditure to date	£13,678.93
Balance to date	£26,334.62

7.2: Accounts paid in March 2026.

Payment type	Organisation	Amount
BACS	CF Hyde – Clerks February 2026 Internet package.	50.00
BACS	Cornwall Council - Clerks Salary February 2026.	767.92
BACS	HP Instant Ink (Monthly subscription) (Paid by C Hyde).	6.49
SO	Bank Service Charges	4.25
BACS	Adobe – Annual subscription (Paid by C Hyde)	21.24
	Total	849.90

7.3: Income in March 2026.

2024/2025 Financial Year.

5-Mar-26	Cornwall Council - Grant for Community Garden	£	50.00
6-Mar-26	CF Hyde 9 Tithe Map sales at Produce Market	£	5.00
13-Mar-26	Tregoad AD REVENUE	£	60.00
30-Mar-26	Bank Interest	£	42.16
	Total	£	157.16

2026/2027 Financial Year.

1-Apr-26	Merchant AD REVENUE	£	52.50
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Total Income £209.66

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: Presentation of end of year accounts – Copy attached.

7.6.2: Annual Governance Statement – Presented by the Responsible Finance Officer (the Clerk) for approval by the Parish Council and signed and dated by the Chairman and Responsible Finance Officer at this meeting.

7.6.3: Accounting Statements 2025/2026 - Presented by Responsible Finance Officer (the Clerk) for approval by the Parish Council signed and dated by the Chairman and Responsible Finance Officer at this meeting.

7.6.4: Asset Register: The Clerk has reviewed the Parish Council's assets and updated the register.

7.6.5: VAT Reclaim – Form completed, submitted on 1st April 2026. Value £178.47.

7.6.7: Allocated funds – At the end of the financial year the Parish Council’s bank balance to date is £26,334.62.

Allocated funds.

£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).

7.6.8: The Blue Accounts Book – To be signed by the Chairman at this meeting.

7.6.9: Annual Audit – Certificate of Exemption – To be signed by the Chairman.

7.6.10: Conflict of Interest with BDO LLP – Confirm no conflict declared with Audit Co by the Chairman and Clerk signing the appropriate form.

7.6.11: Annual Return (Audit) – Will be submitted to the Internal Auditor Sally Farrant for inspection after this meeting.

Updated Contact Details and Conflict of Interest forms will be submitted to BDO LLP within the deadline.

All documents except the Internal Audit Report to be uploaded onto our website in line with the Financial/Transparency Regulations.

7.7.1: Accounts to be paid in April 2026.

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

Payment type	Organisation	Amount
BACS	CF Hyde – Clerks March 2026 Internet package.	50.00
BACS	Cornwall Council - Clerks Salary March 2026.	767.92
BACS	HP Instant Ink (Monthly subscription) (Paid by C Hyde).	6.49
SO	Bank Service Charges	4.25
BACS	AJ Chudleigh – Grass Cutting and Weed control.	685.00
BACS	Copyright Agent – Copyright Infringement fee	250.00
BACS	Cornwall Association of Local Councils - subs	268.50
BACS	McAfee Annual Subs	129.99
BACS	Cornwall Council – Magazine Printing	72.66
	Total	2234.81

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

8.1.1: Copyright infringement – Further to the report last month of a fine for copyright infringement in the parish magazine, the Clerk and Chairman appealed the case explaining this is a community non-profit making publication and has asked for the fine to be cancelled or reconsidered.

After consulting with the legal team at CALC and asking for and receiving further information, we were advised to pay a reduced fine of £250.

Agenda Item 9: Business received after publication of agenda:

Agenda Item 10: New Business:

None received.

Agenda Item 11: Around the table:

Councillor Reynolds:

Councillor Keeble:

Councillor Lawes:

Councillor Matthews:

Councillor Western:

Vice Chair Powley:

The Chair:

PCSO Dave Billing:

Couty Councillor Mark Gibbons:

Date and Time of Next Meetings: 7th May 2026, **The Annual Parish Council Meeting** at 7.15pm followed by **The Parish Council Meeting** at 7.30pm at the No Man's Land Memorial Hall.

There being no other business the meeting closed at

April 2026 Finance Report.
2025/2026

Item	Amount budgeted	Actual Spent to date	Plus/Minus	Percentage	
Insurance	£ 480.00	£ 473.80	-£ 6.20	99%	On Budget
Parish Paths	£ 180.00	£ 200.00	£ 20.00	111%	Over budget
Clerks Salary	£ 8,592.00	£ 7,875.23	-£ 716.77	92%	On Budget
CDC Admin fee	£ 72.00	£ 66.00	-£ 6.00	92%	On Budget
Clerks Expenses -All	£ 1,200.00	£ 1,200.10	£ 0.10	100%	On Budget
Office Supplies	£ 125.00	£ 198.65	£ 73.65	159%	Over budget
Defib Annual Subs	£ 440.00	£ 365.00	-£ 75.00	83%	On Budget
Street Furniture	£ -	£ -	£ -	#DIV/0!	No expenditure.
Hall Hire/Zoom	£ 170.00	£ 176.00	£ 6.00	104%	Over budget
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	£ 685.00	-£ 15.00	98%	On Budget
Data protection	£ 35.00	£ 47.00	£ 12.00	134%	Increased cost
Section 137	£ 50.00	£ 32.00	-£ 18.00	64%	Under budget.
Grants & gifts	£ 150.00	£ 100.00	-£ 50.00	67%	Under budget.
British Legion Wreath	£ 20.00	£ 19.99	-£ 0.01	100%	On Budget
Audit, Bank, NI fees	£ 780.00	£ 600.90	-£ 179.10	77%	On Budget
Website Hosting	£ 200.00	£ 177.00	-£ 23.00	89%	On Budget
Salt bins	£ -	£ -	£ -	#DIV/0!	
VAT	£ -	£ 178.47	£ 178.47	#DIV/0!	Reclaimed
Parish magazine	£ -	£ 297.91	£ 297.91	#DIV/0!	Cost covered by Ad revenue
Training elections	£ 1,474.00	£ 288.68	-£ 1,185.32	20%	
From Reserves	£ -	£ 250.00	£ 250.00	#DIV/0!	Copyright infringement fee.
Total budget & expenditure	£ 15,198.00	£ 13,678.93	-£ 1,519.07	90%	Less Reserves Spend.

Income

Precept	£ 13,063.00
Grants	£ 50.00
Bank Interest	£ 264.29
VAT refund	£ 196.06
Misc	£ -
Parish paths	£ 134.40
Tithe Map	£ 15.00
Advertising revenue	£ 635.00
Total Income	£ 14,357.75

St Martin-By-Looe News

Advertising revenue	£ 635.00	
Print costs	£ 297.91	
Profit/ Loss	£ 337.09	
Less Expenditure	£ 250.00	Copyright fine.
Profit to spend	£ 87.09	