

St Martin – By - Looe Parish Council

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

Attended by:

Chair: Robert Henly.
Vice Chair: Roberta Powley.
Parish Councillors: Barbara Reynolds, Louise Western,
David Keeble, Paul Matthews, Simon Lawes.
Charles Hyde, Parish Clerk & Proper Officer of the Council.

The Annual Parish Meeting.

Agenda Item 1: Apologies for absence.

County Councillor, Mark Gibbons. PCSO Dave Billing.

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.

This has been another busy year for the Parish Council. The 40mph speed limit on the B3253 has seen some reduction of speed through the village of No Man's Land. However, we are still campaigning for this speed limit to be extended at least around the next bad corner and preferably all the way to Dovers. The road surface on the B3253 was re-laid but large patches of surface dressing have already been washed off Tregoad Hill.

There are continuing problems with potholes and flooding on the roads in the parish. If you can let the clerk know an exact location he will report it to Cormac and they usually attend fairly promptly.

Millendreath. A planning application has been made for major redevelopment of the holiday resort. To date no decision has been made by Cornwall Council. This council's main concerns are with flood prevention, sewage treatment, toilet provision and car parking. There are continuing concerns about the erosion of the cliff face undermining the road at the eastern side of the beach. There was major flooding at the entrance to the village when the village was cut off for several days. The culvert under the road was finally cleared but more work needs to be done to prevent a re-occurrence of the situation.

A Service of Remembrance was held in the Memorial Hall in November, and I laid a wreath on behalf of the Parish Council.

My thanks to PCSO Dave Billings for his attendance and regular updates of crime levels in the parish at council meetings. Thankfully reported crime levels in the parish remain low.

My thanks go to my fellow councillors for their support over the year. After the local elections last May we welcomed 2 new councillors, Louise Western and Paul Matthews.

My thanks also to our new County Councillor Mark Gibbons for his support who has a good grasp of events affecting this parish.

Finally, I extend a very big thank you on behalf of myself and all the councillors to our clerk Charles for all his hard work to ensure the smooth running of the council, for his work in producing the quarterly newsletters for the parish and his efficiency in running the website.

Update: Cornwall Council have just announced the Millendreath Planning Application, has been approved with condition.

Robert Henly 09/04/2026

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

St Martins Village Hall Trust, Chairmans Report: (Sent by email).

The Hall has had a successful year. We have had Jumble sales, table top sales, bingo, and a games night, we have a small snooker club, many regular bookings and a busy schedule of private bookings. We have kept our hire rates competitive. We have just started a garden chat group, nothing serious, just a place for people to meet up over a cuppa to talk gardens and gardening. Please contact a committee member if you are interested. The Flower Show was busy and it filled the Hall with colour. Plans for this year's show are well under way. Many thanks to Morwenna Chudleigh for doing such a great job organising this event. We ask that all trophies be returned cleaned by the 1st July, Recently, some trophies have gone astray, therefore we will be asking all trophy winners pay a deposit of £10.00 if they wish to take their trophies home, this will be returned the following year when the cups are returned. This payment is regardless of how many cups won. If you do not wish to take your trophies home, photos will be taken of all the winners with their cups, and you may leave them in the Hall for next year. This year, as always, much work has been carried out in and around the Hall. There is always something that needs to be done and we thank our silent committee members Mike and Andrew for helping the Hall so much. A huge thank you to our hard-working committee members and all those who generously give their time to help out. This is your Community Hall so please come and support it. Tracy Chudleigh Chairman St Martins Village Hall Trust.

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

Nothing raised.

There being no other business the meeting closed at 7.20pm.

St Martin – By - Looe Parish Council

**MINUTES FOR THE PARISH COUNCIL MEETING AT 7.30PM.
HELD ON THURSDAY 9th APRIL 2026 AT NO MAN’S LAND MEMORIAL HALL.**

Attended by:

Chair: Robert Henly.

Vice Chair: Roberta Powley.

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

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

County Councillor, Mark Gibbons. (for the first part of the meeting only).

Public Question Time and Councillors Comments on Declared Interests:

Mr Matt Way, Group Operations Director – Waterside Holidays – Presented the plans for the extension to Tregoad Holiday Park that have been submitted to Cornwall Council as a Planning application. Matt, informed members present that all the neighbours have been contacted and discussions continue.

The extension forms part of the commercial strategy for the park, holiday homes sales are strong as are bookings for the year. Landscape planting continues on-site and the improvements to the facilities have been well received.

The Chairman asked members present if they wished to ask any questions, and Vice Chair Powley raised her concerns about the proximity of the proposed extension to Coombe Cottage, as the property owner was in attendance he was asked his views, he explained he was very concerned his peaceful countryside location was to become like living in an amphitheatre as his property was at the bottom of the hillside to be developed and all he will see from his property is caravans. Matt explained distances were considered acceptable and he would send the property owner more information and also ask for location markers to be placed in the field so a better picture of distances can be formed.

Agenda Item 1: Declarations of Interest:

None declared.

Agenda Item 2: Apologies for absence:

PCSO Dave Billing.

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 Matthews seconded by Councillor Keeble and agreed 6 – 0 (The Chair did not attend the meeting), that they be taken as read and signed by the Vice Chair 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:

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.

Councillor Lawes reminded member present the café planning permission expires in 2027.

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:- Treveria 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)	21.14
	Total	849.80

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 Councillor Western, seconded by Councillor 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: 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.

7.6.6: 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).

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

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

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

7.6.10: 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.

The Chair thanked the Clerk for preparing the audit so promptly.

7.7.1: Accounts to be paid in April 2026.

It was proposed by Councillor Lawes, seconded by Vice Chair Powley that the following be authorised for payment. ALL AGREED.

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:

None received.

Agenda Item 10: New Business:

None received.

Agenda Item 11: Around the table:

Councillor Reynolds:

CAP Meeting – the highways schemes submitted were discussed including the Bucklawren Road, B3253 junction improvements, schemes to be discussed further by 16th April 2026.

Buses – Cornwall Buses run a small 18 seater from Hannafore in Looe to Polruan, via Bodmin and Lostwithiel on a Wednesday, would it be possible to ask if a similar service could be run from St Martin's Parish to Liskeard. The Clerk to make enquiries and possibly work with Matt Way at Tregoad to see if we could get the bus service restored.

Bus Shelter – In need of treatment and a small repair. The Clerk to contact the contractor.

Councillor Keeble:

Nothing raised.

Councillor Lawes:

Residents Parking Scheme – Now the planning application for the redevelopment of the holiday village has been passed, now is the time to submit an application for a residents parking scheme, Valley Resorts have confirmed they will make a financial contribution. County Councillor Mark Gibbons said he will now start to work with the Parish Council to get the ball rolling.

Highway Concerns re: beach erosion, and gully clearance – the rate of erosion has far exceeded expectations and concerns for the future of the road have been raised again. Also, gully clearance issues need to be discussed. The Clerk to contact William Glassup at Cormac to arrange a site meeting.

Councillor Matthews:

St Martin's Church Cemetery – excavations of an existing grave for a further burial took place recently and no protection was given to the surrounding graves which were driven over by the excavator causing considerable disturbance and distress. Although not our parish the churchyard is the final resting place for many of our parishioners. The Chair to contact the church to raise our concerns.

Councillor Western:

Nothing raised.

Vice Chair Powley:

Grass cutting contract – Could the Clerk please draw up a contract for the cutting of the grass and weed control. The current contractor is unwell and we may well have to find an alternative.

The Chair:

Nothing raised.

PCSO Dave Billing:

Police Report: Please pass on my apologies for not being able to attend tonight's meeting. I have changed my shift for next month's meeting.

During March there were 2 crimes reported to the Police within the public domain. These were 2 x ABH assaults. We have continued to patrol the Parish, and all seems to be in order.

If any issues are raised at tonight's meeting, please send me the details.

County Councillor Mark Gibbons:

PA25/03028 Millendreath - view on Parish Council conditions.

It is important to explain that - as is usually the case with this sort of application - the Parish Council's original conditions could not simply be lifted word for word into the permission. The planning officer's position was that some requests could be secured through enforceable planning conditions, some had to be dealt with through separate legal processes or advisory notes, and some had to be reinterpreted because, in his judgement, they did not fall neatly within what planning law allows a decision notice to control.

For clarity, I will take the Parish Council's original requests one by one.

1. Residents only parking on May Lane and policing of double yellow lines

The Parish Council asked for a residents-only parking scheme on the east side of May Lane, funded by the developer, and for the west side double yellow lines to be policed, with this in place before any development starts.

This was not included in the final permission. The officer felt that this one stepped outside the planning sphere because it sought to control parking on the public highway. His view was that this is not something that can properly be secured through a planning condition or section 106, and that it would instead need to be taken up locally between the applicant, the community and the relevant enforcement bodies.

So, on this point, the Parish Council's request was not carried through, because the officer did not consider it capable of being imposed in planning terms.

2. No woodland construction until ecology work is complete

The Parish Council asked that no construction work within the woodland should take place until all ecological studies and surveys had been completed and any recommendations implemented.

This was included, but in a different and more technical form. The officer's approach was to deal with this through the ecology conditions and the Construction Environmental Management Plan rather than simply repeat the Parish Council's wording.

That is now reflected in the final approval. The permission requires a pre-commencement Construction Environmental Management Plan, including ecology risk assessment, biodiversity protection zones, practical mitigation, timing of sensitive works, ecological supervision and updated surveys where needed. It also requires development to follow the approved ecological documents.

So, although the wording changed, the substance of the Parish Council's request was carried through into the permission.

3. Repair the outfall jetty and net the eroding cliffs

The Parish Council asked that the damaged and dangerous outfall jetty be repaired and that the eroding cliffs be netted to protect beach users.

The final approval includes a condition requiring a written scheme, with plans and photographs, to renovate the existing jetty, and requiring those works to be completed before the restaurant and sea wall are completed.

However, a separate condition requiring cliff netting does not appear as the PO did not believe it was an enforceable planning requirement.

The final approval also includes a separate condition requiring remediation details for the World War Two dragon's teeth or tank cubes, which are now expressly treated as an important non-designated heritage asset.

That is a significant improvement from earlier stages, where the heritage position on the dragon's teeth was much weaker. Through the revised report and final approval, those features have been recognised and brought within the protection of a planning condition. The same applies to the jetty, which is also now treated as an important non-designated heritage asset and made subject to a specific renovation condition.

4. Existing east-side sewage arrangements to continue without disturbance and at no cost to residents

The Parish Council asked that the existing east-side properties should be able to continue their sewage arrangements without disturbance during construction and connection to the upgraded Plaidy pumping station, and at no cost to them.

This was only partly included. The officer's view was that this needed to be addressed through foul drainage conditions governing the connection and occupation of the development, rather than through a direct condition in the exact private form requested by the Parish Council.

That is reflected in the final permission. The approval includes a condition preventing occupation of each relevant phase unless and until South West Water confirms that it accepts the connection for the additional foul water from that phase.

That is an important safeguard in planning terms because it deals with sewer capacity and phasing, but the PO could not expressly guarantee that existing east-side residents will suffer no disturbance and would incur no service costs as a planning consideration, so reinterpreted it into this narrower planning condition.

5. South West Coast Path to remain on its existing route with only minor changes

The Parish Council asked that the South West Coast Path should continue on its existing route, with only minor changes to allow safe crossing of the stream slightly further down.

This was addressed, but not by a direct condition in the exact wording. The officer's position was that where a minor revision to the South West Coast Path is needed, that has to be dealt with outside this permission through a separate legal process under section 257 (Town and Country Planning Act 1990). He also stated in the report that the development would not obstruct or significantly alter the existing route and that any changes would be minimal.

The final approval reflects that approach through an informative and through wider public rights of way protections. It makes clear that any minor revision to the South West Coast Path would need a separate section 257 process, and it repeats the obligations to keep rights of way open, unobstructed and free from encroachment.

Again, concerns were not ignored but were handled through a different planning mechanism.

6. Reinstatement of bridleway 630/1/1 from Millendreath to Summercourt Cottages

The Parish Council asked that bridleway 630/1/1 should be reinstated on the east side of the valley from Millendreath to Summercourt Cottages, with a possible reroute through or around Bay View Farm, so as to help reduce vehicle usage and provide another safe footpath to the beach.

This was included only in part. The officer's explanation was that this could only realistically be conditioned where the route lies within or adjoining the applicant's ownership and control.

That is how it appears in the final permission. The approval includes a condition requiring plans and a written specification to upgrade sections of public right of way 630/1/1 where it passes through land within the applicant's ownership and requiring that section thereafter be maintained.

So, the wider reinstatement we sought was narrowed to what the officer considered could lawfully and practically be required of the applicant.

7. Protect Spinney access routes from parking caused by the 7 units

The Parish Council asked that the Spinney on May Lane should have its access routes protected from parking caused by the 7 units to be built at that end of the woodland.

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 8.30pm.

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
VATrefund	£ 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	