

St Martin – By - Looe Parish Council

Friday 1st May 2026

**WORKING AGENDAS, FOR THE ANNUAL PARISH COUNCIL MEETING AT 7.15PM,
FOLLOWED BY THE PARISH COUNCIL MEETING AT 7.30PM.
TO BE HELD ON THURSDAY 7TH MAY 2026 AT NO MAN'S LAND MEMORIAL HALL.**

The Annual Parish Council Meeting.

AGENDA

Agenda Item 1: Apologies for Absence.

Agenda Item 2: Election of Officers to serve to May 2027.

Agenda Item 3: Minutes of the Annual Parish Council Meeting held on 15th May 2025 - Approved on 12th June 2025.

Agenda Item 4: St Martin By Looe News – Annual return and report.

Agenda Item 5: Standing Orders/Code of Conduct – Review.

Agenda Item 6: Matters requested to be included in Agenda.

Parish Council Meeting.

AGENDA

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 Annual Parish Meeting and the Parish Council Meeting held on the 9th April 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@stmartinbylooe.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

To All Members of the Parish Council.

**WORKING AGENDA FOR THE ANNUAL PARISH COUNCIL MEETING AT 7.15PM.
TO BE HELD ON THURSDAY 7th MAY 2026 AT NO MAN'S LAND MEMORIAL HALL.**

Parish Councillors: Robert Henly, Roberta Powley. Barbara Reynolds,
Louise Western, David Keeble, Paul Matthews.
Charles Hyde, Parish Clerk & Proper Officer of the Council.
County Councillor Mark Gibbons
PCSO David Billing.

Agenda Item 1: Apologies for Absence:

County Councillor: Simon Lawes.

Agenda Item 2: Election of Officers - to serve to May 2027:

Chairman: Councillor Henly relinquished the Chair to the Clerk who asked for nominations for The Chair.

Councillor _____ was nominated by Councillor _____, seconded by Councillor _____,
ALL AGREED?

Councillor _____ then took the Chair and thanked the Members for electing him/her.

Vice – Chairman: The Chairman asked for nominations for Vice-Chair.

Councillor _____ was nominated by Councillor _____, seconded by Councillor _____.
ALL AGREED?

Data Protection Officer: All agreed that Councillor _____ be appointed to take a special interest in Data Protection.

Rights of Way: All agreed that Councillor _____ be appointed to take a special interest in Rights of Way.

Transport Issues: All agreed that Councillor _____ be appointed to take a special interest in Transport Issues.

Election of Representatives to Outside Bodies - to serve to May 2027:

Memorial Hall Committee: All agreed that Councillor _____ be appointed the Council's representative.

St Martin's School Trust: All agreed that Vice Chairman Powley be appointed the Council's representative.

Cornwall Assoc of Local Councils: All agreed that The Clerk be appointed the Council's representative.

South East Cornwall Community Area Partnership - Town & Parish Council Representatives 2026/27. Councillor who have agreed to attend the The Community Area Partnership (CAP) meetings are _____ and _____

The Clerk would advise the various Bodies of the Council's representatives for the ensuing year.

Agenda Item 3. Minutes of the Annual Parish Council Meeting held on 15th May 2025

Were approved at the meeting on the 12th June 2025.

Agenda Item 4: St Martin-By-Looe News:

4.1.1: Annual Report – For another year the Parish magazine has been published on time and continues to make a small profit of £337, however due to the copyright infringement fee of £250

being paid this year, this reduced to £87. My thanks go to the regular contributors without whom the magazine would struggle to continue.

It is my intention to pass on the parish magazine to a willing volunteer, I have given this my time for 10 years and now is the time for someone new to take on the reigns, so if anyone wants the job let me know, I'd hate to see it fold.

Agenda Item 5: Standing Orders/Code of Conduct:

Standing Orders review if needed. (Available on our website).

Agenda Item 6: Matters requested to be included in Agenda:

There being no other business, the meeting closed at:

St Martin – By - Looe Parish Council

WORKING AGENDA, FOR THE PARISH COUNCIL MEETING AT 7.30PM.
TO BE HELD ON THURSDAY 7th MAY 2026 AT NO MAN'S LAND MEMORIAL HALL.

Chair:

Vice Chair:.

Parish Councillors: Robert Henly. Roberta Powley,
Barbara Reynolds, Louise Western, David Keeble, Paul Matthews,
Charles Hyde, Parish Clerk & Proper Officer of the Council.
County Councillor, Mark Gibbons. PCSO Dave Billing.

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.

Agenda Item 3: Minutes of the Parish Council Meeting:

3.1.1: Minutes for the Annual Parish Meeting held on 9th April 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.

3.1.1: Minutes for the Parish Council Meeting held on 9th April 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: None received.

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 28/04/2026.

Opening Bank Balances 1 st April 2026	£26,334.62
Income to date	£7,017.06
Expenditure to date	£3,091.10
Balance to date	£30,260.58

7.2: Accounts paid in April 2026.

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

7.3: Income in April 2026.

9-Apr-26	Cornwall Council Precept Pt 1		£	6,768.00
17-Apr-26	HMRC VAT refund		£	178.47
28-Apr-26	Bank Interest		£	18.09
		Total	£	6,964.56

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.

7.4.1: Trenode Primary School's PTFA kindly request your support in helping us provide new football goals for the children at the school. The total cost of the goals is £689.99

Our current equipment is no longer fit for purpose, and replacing it with safe, permanent goals would make a significant difference to the children's physical activity, teamwork, and overall enjoyment during school and playtime. The new goals would be used regularly by pupils of all ages and would form an important part of encouraging healthy, active lifestyles within our community. Zoe Jackson – Chair on behalf of Trenode PTFA.

7.5: Receipts and letters of thanks received by the date of the meeting.

None received.

7.6: Financial Business.

7.6.1: VAT Reclaim – Submitted on 1st April 2026. Value £178.47. Paid 17th April 2026.

7.6.2: Annual Audit – Certificate of Exemption – Submitted and confirmation of receipt received 27th April 2026.

7.6.3: Conflict of Interest with BDO LLP – Submitted and confirmation of receipt received 27th April 2026.

7.6.4. Annual Audit uploads to Website – All documents required to conform with financial regulations uploaded.

7.7.1: Accounts to be paid in May 2026.

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

Payment type	Organisation	Amount
BACS	Clerks April 2026 Salary (not including PAYE or NI)	755.48
BACS	HMRC PAYE (Paid quarterly)	188.80
BACS	HMRC Employers NI (Paid quarterly)	79.09
BACS	HP Instant Ink (Monthly subscription) (Paid by C Hyde).	6.49
SO	Bank Service Charges	4.25
BACS	Legal Contracts (Template purchase for now and future use)	17.50
BACS	Western Webb – Website Accessibility Audit	54.00
	Total	1105.61

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

8.1.1: Buses – Following the issue raised last month the Clerk has contacted Go Bus Cornwall to see if they would consider running a small bus to Liskeard from the Parish, Matt Way from Tregoad also contacted the bus company, to date only Tregoad have received a reply, circulated to all Parish Councillors prior to this meeting. .

8.1.2: Bus Shelter Maintenance – The Clerk has contacted Ashley Bowen for a quote.

8.1.3: Highway Concerns re: beach erosion, and gully clearance – Millendreath – The Clerk contacted William Glassup from Cormac who is arranging a suitable time and date directly with Councillor Lawes. *Email received from, William 13th April 2026. I don't know what additional benefit I would bring to talk about the erosion. The Geo-technical team have viewed this several times and it's been discussed by the council. I have always provided the feedback to the local member. However, I am happy to visit the site - We can discuss the drainage at the same time.*

8.1.4: St Martin's Church Cemetery – Councillor Henly contacted the church who passed on our concerns to the contractors who have confirmed the correct surface ramps will be used in future burials.

Email Received 14th April 2026 - The Funeral directors have spoken to the grave diggers who apologise for any distress caused. They will ensure they use a heavier duty protection under tracks next time.

8.1.5: Grass cutting contract – The Clerk sourced a correct legal document to issue as a formal contact which has been emailed to the contractor, paper copies for signing to be passed on after this meeting.

Agenda Item 9: Business received after publication of agenda: None received.

Agenda Item 10: New Business:

10.1.1: Public Realm Weed Treatment Programme – Requirement for Public Consolation. Discuss Parish Councils response to the proposal to reintroduce chemical weed control. (CALC Document sent to all Parish Councillors).

Agenda Item 11: Around the table:

Councillor Reynolds:

Councillor Keeble:

Councillor Matthews:

Councillor Western:

Vice Chair Powley:

The Chair:

PCSO Dave Billing:

County Councillor Mark Gibbons:

Date and Time of Next Meeting: 11th June 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