

St Martin – By - Looe Parish Council

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

Attended by:

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

Agenda Item1: Apologies for Absence:

County Councillor: Simon Lawes. County Councillor Mark Gibbons. PCSO David Billing.

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 Henly was nominated by Councillor Powley, seconded by Councillor Keeble, ALL AGREED

Councillor Henly then took the Chair and thanked the Members for electing him.

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

Councillor Powley was nominated by Councillor Keeble, seconded by the Chairman. ALL AGREED

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

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

Transport Issues: All agreed that Councillor Reynolds 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 Reynolds 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. Councillors who have agreed to attend The Community Area Partnership (CAP) meetings are Vice Chair Powley and Councillor Reynolds. *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.

The Chair and Parish Councillors thanked The Clerk for all the work to keep the magazine going over the last 10 years.

Agenda Item 5: Standing Orders/Code of Conduct:

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

All up to date with no reviews needed.

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

None raised.

There being no other business, the meeting closed at: 7.25pm.

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: Robert Henly.

Vice Chair: Roberta Powley.

Parish Councillors: Barbara Reynolds, Louise Western, David Keeble, Paul Matthews, Charles Hyde, Parish Clerk & Proper Officer of the Council.

County Councillor, Mark Gibbons.

Public Question Time and Councillors Comments on Declared Interests:

The owner of Coombe Cottage presented a letter to the Parish Council asking for their support in objecting to the proposed extension of Tregoad Holiday Park.

The Clerk read out the letter and discussions took place after when it was concluded the Parish council all need to make a site visit to assess the impact on Coombe Cottage, Councillor Western has already visited the site. The Clerk to arrange a site visit with Tregoad.

Agenda Item 1: Declarations of Interest:

Councillor Western 7.4.1 Personal Interest.

Agenda Item 2: Apologies for absence:

Parish Councillor: Simon Lawes.

PCSO Dave Billing.

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 Vice Chair Powley, seconded by Councillor Western 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 Matthews, seconded by Councillor Reynolds 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: PA26/02613.

Proposa: Formation of new vehicular access from Bucklawren Road.

Location: House at Looe Country Park. Bucklawren Road, No Man's Land.

Applicant Mrs. Jill Spicer

Grid Ref 228135 / 55846.

Parish Council's Decision: Refused.

Proposed by Vice Chair Powley, seconded by The Chair. All Agreed.

Comments:

1. The Planning application does not appear to include an application to remove the Cornish Hedgerow.

From Cornwall Council's Website: 'It is against the law to remove most countryside hedgerows without permission from the Cornwall Council and if you do so you could be fined up to £5,000'.

The Parish Council would like to see the hedgerows in the parish preserved and any planned removal only done with the appropriate permission.

2. Visibility and pedestrian safety are a concern as the highway is particularly narrow at this point, Bucklawren Road is access to a working farm with heavy farm equipment regularly using the highway, also walkers regularly use this route.
3. The property already has access safe access with good visibility via the main entrance to Looe Country Park, we question why this cannot be retained and the hedgerow left undisturbed.

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 Councillor Keeble, seconded by Councillor Western that Items 7.1, 7.2 and 7.3 are ratified. ALL AGREED.

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.

Discussions ensued and it was agreed to donate the £87 of leftover advertising revenue with the Parish Council topping up the amount to £100. Proposed by The Chair and seconded by Councillor Reynolds, ALL AGREED.

County Councillor Mark Gibbons asked the Clerk to ask the school to contact him as he has money in the Community Chest account to allocate.

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 Councillor Matthews, seconded by Councillor Western that the following be authorised for payment. ALL AGREED.

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
BACS	Trenode School – Donation £87 Magazine profit + £13	100.00
	Total	1205.61

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.

County Councillor Mark Gibbons updated the Parish Council as the planned restart of weed control is currently paused subject to review and further consultation.

Agenda Item 11: Around the table:

Councillor Reynolds:

3 & 4 Bucklawren Road – No 4 is empty but No 3 is in a poor state and needs clearing up, also the property is being made available to anyone with a Cornish link and not a parish link which is incorrect. Councillor Mark Gibbons asked the Clerk to send him this information.

Councillor Keeble:

Nothing raised.

Councillor Matthews:

Nothing raised.

Councillor Western:

Nothing raised.

Vice Chair Powley:

Nothing raised.

The Chair:

Nothing raised.

County Councillor Mark Gibbons:

Updated the Parish Council with what is happening in the parish and surrounding areas and also the activity of Cornwall Council.

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 8.26pm.