St Martin – By - Looe Parish Council

WORKING AGENDA, FOR THE PARISH COUNCIL MEETING AT 7.30PM.
TO BE HELD ON THURSDAY 3rd SEPTEMBER 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 the 2nd July 2026.
Agenda Item 4: Planning Applications:
4.1.1: Application No: PA26/04788.
Proposal: Application to determine if prior approval is required for a proposed: Change of use of Agricultural buildings to dwellinghouses (use Class C3) with variation of Condition 1 of decision notice PA23/08738 dated 23.01.2024
Location: Bay View Farm St Martin Looe Cornwall
Applicant: Mrs E Elford
Grid Ref: 227363 / 54410
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@stmartinbylooepc.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 PARISH COUNCIL MEETING AT 7.30PM.
TO BE HELD ON THURSDAY 3rd SEPTEMBER 2026 AT NO MAN'S LAND MEMORIAL HALL.

Chair: Robert Henly.
Vice Chair: Roberta Powley
Parish Councillors: Barbara Reynolds, David Keeble,
Louise Western, Paul Matthews, Simon Lawes.
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:

Agenda Item 3: Minutes of the Parish Council Meeting:

3.1.1: Minutes for the Parish Council Meeting held on 2nd July 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:
4.1.1: Application No: PA26/04788.
Proposal: Application to determine if prior approval is required for a proposed: Change of use of Agricultural buildings to dwellinghouses (use Class C3) with variation of Condition 1 of decision notice PA23/08738 dated 23.01.2024
Location: Bay View Farm St Martin Looe Cornwall
Applicant: Mrs E Elford
Grid Ref: 227363 / 54410
Parish Councils Decision: Comment not necessary as only requesting more time, so no issue identified.

Agenda Item 5: Planning Decisions received by the date of the meeting:
5.1.1: Application No: PA26/02613. APPROVED
Applicant: Mrs Jill Spicer.
Location: House At Looe Country Park Caravan and Campsite, Bucklawren Road, No Man's Land, Cornwall, PL13 1QS.
Proposal: Formation of new vehicular access from Bucklawren Road.
Cornwall Councils 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 26/08/2026.	
Opening Bank Balances 1st April 2026	£26,334.62
Income to date	£7,362.57
Expenditure to date	£8,425.26
Balance to date	£25,271.93

7.2: Accounts paid in July 2026.

Payment type	Organisation	Amount
BACS	Clerks June 2026 Salary (not including PAYE or NI)	677.68
BACS	HMRC PAYE (Paid quarterly)	266.60
BACS	HMRC Employers NI £79.09 covered by Gov Grant	0.00
BACS	HP Instant Ink (Monthly subscription) (Paid by C Hyde).	6.49
SO	Bank Service Charges	4.25
BACS	B Reynolds Community Garden Grant Money	16.00
	Total	971.02

7.3: Income in July/August 2026.

2-Jul-26	The Roofing Company AD REVENUE		£	120.00
3-Jul-26	Ashley Bowen AD REVENUE		£	10.00
11-Aug-26	R Bray AD REVENUE		£	30.00
26-Aug-26	Bank Interest		£	42.30
		Total	£	202.30

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.

7.7.1: Accounts to be paid in September 2026.

Payment type	Organisation	Amount
BACS	Clerks July 2026 Salary (not including PAYE or NI)	677.68
BACS	HMRC PAYE (Paid quarterly)	266.60
BACS	HMRC Employers NI £79.09 covered by Gov Grant	0.00
BACS	HP Instant Ink (Monthly subscription) (Paid by C Hyde). July	6.49
SO	Bank Service Charges. July.	4.25
BACS	Clerks August 2026 Salary (not including PAYE or NI	677.68
BACS	HMRC PAYE (Paid quarterly)	266.60
BACS	HMRC Employers NI £79.09 covered by Gov Grant	0/00
BACS	HP Instant Ink (Monthly subscription) (Paid by C Hyde). Aug.	6.49
BACS	Bank Service Charges. Aug.	4.25
BACS	Ashley Bowen – Bus Shelter Preservative and repair.	500.00
SO	Information Commissioner – Data Protection Fee	47.00
	Total	2457.04

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

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

8.1.1: B3253 and Bucklawren Road Junction – Visibility seriously impaired by vegetation, needs a cut. The Clerk reported to Cormac and work carried out.
8.1.2: Pothole by Monkey Sanctuary Entrance – The Clerk to reported to Cormac and work carried out.
8.1.3: Hedgerow failing – On Bucklawren Road in unofficial passing space. The Clerk to reported to Cormac who claim no remedial work is needed but will monitor the situation.

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

Agenda Item 10: New Business:
10.1.1: Items reported to the Parish Council in August:
Access only sign on top of Looe Hill faded – Cormac inspected and said it was not urgent and would replace when money becomes available. This has also been reported by a resident to County Councillor Mark Gibbons.
10.1.2: Passing Places signage – Monley Sanctuary to Looe Hill, signs were asked to be removed and replaced as there are no passing places, Cormac responded with this has already been reported to them.
10.1.3: Increase in camper vans and motor homes coming from Seaton – This is since Penhale was given permission to allow these types of vehicles. Sat Nav and lack of signage at Seaton are causing the problem.

Agenda Item 11: Around the table:
Councillor Reynolds:
Councillor Keeble:
Councillor Lawes:
Councillor Matthews:
Councillor Western:
Vice Chair Powley:
The Chair:
PCSO Dave Billing:
County Councillor Mark Gibbons:

Date and Time of Next Meeting: 1st October 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