St Martin – By - Looe Parish Council

WORKING AGENDA, FOR THE PARISH COUNCIL MEETING AT 7.30PM.
TO BE HELD ON THURSDAY 5th NOVEMBER 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 3rd September 2026.
Agenda Item 4: Planning Applications:
4.1.1: Application No: PA26/06643.
Proposal: Application for a Lawful Development Certificate for an Existing use Residential
Use.
Location: 115 Hillside Villas, Millendreath Holiday Village,, Millendreath Looe.
Applicant: Miss Susan Hackett.
Grid Ref: 226800 / 54466.
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 5th NOVEMBER 2026 AT NO MAN'S LAND MEMORIAL HALL.

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

Public Question Time and Councillors Comments on Declared Interests:
Matt Way – Tregoad update - Just a quick update from us ahead of the meeting as I wont be able to make it:

- **Pitch planning:** We are still awaiting a decision. As this has been delayed, we have also put the new housekeeping building on hold for this winter.
- **SWW sewage works:** We have been told that the works are due to start this month; however, we are still awaiting the build programme and drawings. SWW has been in contact with the Town Council, but I have not received any direct feedback yet.
- **Winter opening:** The pool will be open for the next four weekends in November, as will the Stargazy. Our cottages and the Manor are also bookable through to New Year this winter. Please also see some offers we are running for locals.
- **New Year's Eve:** We have booked the minibus again this winter to take our 200 owners into Looe for New Year's Eve, and we have also sponsored the fireworks.

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 3rd September 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: PA26/06643.
Proposal: Application for a Lawful Development Certificate for an Existing use Residential
Use.
Location: 115 Hillside Villas, Millendreath Holiday Village,, Millendreath Looe.
Applicant: Miss Susan Hackett.
Grid Ref: 226800 / 54466.
Parish Council's Decision: Providing the Planning Officer is satisfied they have all the evidence needed to prove 10 years permanent residency at the address, the application is approved by St Martin by Looe Parish Council. This decision was taken at the December 2018 meeting when it was decided by the Parish Council to support all such applications at the Millendreath Holiday Village subject to the above checks.
Cornwall Council's Decision: Granted.

This will be ratified by the PC at the 5th November 2026 meeting following a recommendation by the Chairman that we follow the same protocol.

Agenda Item 5: Planning Decisions received by the date of the meeting:
None received to date.

Agenda Item 6: Planning Matters:
None received.

6.2: Correspondence:
Forwarded by email where possible.

7.1.1: Summary of Accounts.

Reconciled balances date 20/10/2026.	
Opening Bank Balances 1st April 2026	£26,334.62
Income to date	£14,166.92
Expenditure to date	£9,862.17
Balance to date	£30,639.37

7.2: Accounts 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
BACS	Poppy Wreath – Paid for by C Hyde	23.00
BACS	Prickles & Paws -Audit fee donated to charity	100.00
	Total	2580.04

7.3: Income in September/ October 2026.

7-Sep-26	Cornwall Council Precept Pt 2		£	6,768.00
23-Sep-26	Bank Interest		£	18.87
		Total	£	6,786.87

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 October/ November 2026.

Payment type	Organisation	Amount
BACS	Clerks September 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). Sept	6.49
SO	Bank Service Charges. Sept	4.25
BACS	Metherell Gard	129.00
BACS	Western Webb – Domain renewal 2 years until 15/11/28	66.00
BACS	Cornwall Council – Magazine Printing	153.15
BACS	Clerks October 2026 Salary (not including PAYA 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) Oct	6.49
BACS	Bank Service Charges. Oct	4.25
BACS	Office Rental and Energy Costs (Annual Charge)	600.00
BACS	Duchy Defibrillators Annual Monitoring fee & Mobile Data	390.00
	Total	3248.19

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: Property on Bucklawren Road – Possible use as HMO. The Clerk contacted Cornwall Council, *reference number HR26_001503,* who have requested further information from the Parish Council.

8.1.2: Buses – Any news on the suggestion that Go Bus run a mini bus service in the Parish to enable people to access Liskeard directly without the chaos of changing in Looe – The Clerk went back to Go Bus, response below.

Thank you for contacting Go Cornwall Bus.
I have logged this as a suggestion under reference GLIPC/26/0087 where this will be looked into for review and as soon as we do get a further update, we will get back to you.
Kind Regards
Tom
Customer Experience Team l Go Cornwall Bus

8.1.3: Culvert Clearout – This needs to be done before winter, The Clerk contacted Cormac via William Glassup, some work was done but more needed. .

8.1.4: Holland Road Surface – Not level, pot holes appearing, grass growing through the surface, tools left behind (in salt bin now). The Clerk reported to the Surfacing Team, awaiting reply.

8.1.5: B3253 and Bucklawren Road Junction – Visibility seriously impaired by vegetation on the other side of the road. The Clerk reported to Cormac.

Agenda Item 9: Business received after publication of agenda:

9.1.1: Road Traffic Regulation Act 1984 S.14: Temporary Prohibition of Traffic

The below Road(s) will be temporarily closed to allow works to be completed on the highway.
If you have any queries regarding these works please contact the Utility direct on the number below. Any responses to this email received by Street Works will be forwarded to the Utility for them to respond.
Please note that this is only an Intention Notice and as of yet an Order has not been issued.
Please respond with any feedback within fourteen days from the date of this e-mail.

Location: Road From Bucklawren to Junction West Of Bokenver, St Martin.
Timing: 4th December 2026 to 7th December 2026 (08:00 to 18:00 hours).

9.1.2: Road Traffic Regulation Act 1984 S.14: Temporary Prohibition of Traffic
The below Road(s) will be temporarily closed to allow works to be completed on the highway. If you have any queries regarding these works please contact the Utility direct on the number below. Any responses to this email received by Street Works will be forwarded to the Utility for them to respond.
Please note that this is only an Intention Notice and as of yet an Order has not been issued. Please respond with any feedback within fourteen days from the date of this e-mail.
Location: Road From Bucklawren To The Mill Pond, St Martin.
Timing: 8th December 2026 to 9th December 2026 (08:00 to 18:00 hours).

Agenda Item 10: New Business:
10.1.1: Key Update: Weed and Public Realm Management – Circulated by CALC and forwarded to all Parish Councillors. – Discuss.

10.1.2: A38 Liskeard to Trerulefoot Safety Improvements Scheme
Have your say on proposed safety improvements for the A38
The A38 between Liskeard and Trerulefoot has experienced a number of high severity collisions, particularly at junction cross overs.
Between the Liskeard and Trerulefoot junctions, the number of people killed or seriously injured in collisions is **34% higher than the regional average**, based on collision data from 2019 to 2024.
National Highways has developed proposals for improvements on this stretch of the A38 which will lead to a safer road network.
Meet the team and discover our safety improvement plans – 5 October 2026
We hosted a public session on **5 October at Liskeard Town Hall 1-6:30pm.**
Our team were there to explain our proposals and listen to feedback from local communities.
We will be uploading the proposals and questionnaire to our webpage this month for anyone who couldn't attend in person to provide feedback.

Agenda Item 11: Around the table:
Councillor Reynolds:
Councillor Keeble:
Councillor Lawes:
Councillor Matthews:
Councillor Western:
Vice Chair Powley:
PCSO Dave Billing:
Police Report – October 2026.
During September there were 2 crimes reported to Devon and Cornwall Police that are in the public domain.
1 x Actual Body Harm
1 x Public Order
Both crimes are still under investigation.

We have continued to patrol the Parish when on duty and it all seems to be in order. Now the dark evenings are upon us once again please be extra vigilant regarding the security of your property. If you see anything that looks suspicious please do not hesitate to report this via 999 or 101.

County Councillor Mark Gibbons:

Date and Time of Next Meeting: 3rd December 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