

# St Martin – By - Looe Parish Council

MINUTES FOR THE PARISH COUNCIL MEETING AT 7.30PM, HELD ON THURSDAY  
3<sup>rd</sup> NOVEMBER 2022 AT NO MAN'S LAND MEMORIAL HALL.

## Attended by:

Chairman: Robert Henly.  
Vice-Chair: Roberta Powley.  
Parish Councillors: Barbara Reynolds, Andrea Lankston,  
Nigel Cummings, David Keeble.  
Mr Charles Hyde, Clerk and Proper Officer of the Council.  
County Councillor Armand Toms.  
PCSO David Billing.

## Public Question Time and Councillors Comments on Declared Interests:

None declared.

## **Tregoad Update from Matt Way** - Phase 3 is going well.

We are now closed to holiday makers but open to our owners and locals on a weekend.  
Stargazy is open weekends 9am - 9pm for locals and we are still doing the locals 10% discount cards.

As before you are all welcome to come and have a look at phase 2 or 3.

Short listed for the CTA wildlife friendly park.

We have entered the Cornwall sustainability awards.

Please let me know of any points of interest for Tregoad to follow up from tonight's meeting.

## Agenda Item 1: Declarations of Interest:

None declared.

## 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 Parish Council Meeting held on 6<sup>th</sup> October 2022** It was proposed by Councillor Reynolds, seconded by Councillor Lankston and agreed 6 -0 (Councillor Keeble did not attend the meeting therefore could not vote) 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:

**4.1.2: Application No:** PA22/07851.

**Proposal:** Proposed new house and new detached garage.

**Location:** Kilmartin, Millendreath.

**Applicant:** Mr Chris Biswell.

**Grid Ref:** 226906 / 54146.

**Cornwall Council's Decision:** Approved with the following conditions:

1. The development hereby permitted shall be begun before the expiration of 3 years from the date of this permission.

**Reason:** In accordance with the requirements of Section 91 of the Town and Country Planning Act 1990 (as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

2. The development hereby permitted shall be carried out in accordance with the plans listed below under the heading "Plans Referred to in Consideration of this Application".

**Reason:** For the avoidance of doubt and in the interests of proper planning.

3. Before the first occupation of the dwelling hereby permitted the windows on the

first floor of the west elevation shall be fitted with obscure glazing and fixed closed and the windows shall be permanently retained in that condition thereafter.

**Reason:** To protect the privacy of the occupants of the dwelling known as May Lane and in accordance with Policy 12 of the Cornwall Local Plan Strategic Policies 2010 - 2030 (adopted November 2016).

**4.** The development hereby permitted shall not be occupied until the installation of a system to serve the development for the disposal of sewage has been completed in accordance with details which shall first have been submitted to and approved in writing by the Local Planning Authority. The details shall include a programme for maintaining the system if required. The system shall be retained and maintained thereafter in accordance with the approved details.

**Reason:** In the interests of water quality and the residential amenities of future occupiers and in accordance with the aims and intentions of policy 16 of the Cornwall Local Plan Strategic Policies 2010 - 2030 (adopted November 2016).

**Agenda Item 6: Planning Matters:**

None received.

**6.2: Correspondence:**

Forwarded by email where possible.

**Agenda Item 7: – Finance.**

**7.1.1: Summary of Accounts.**

***Reconciled balances date 03/11/22***

Opening Bank Balances 1 <sup>st</sup> April 2022	£24,467.15
Income to date	£16,567.18
Expenditure to date	£10,224.84
Balance to date	£30,809.49

**7.2: Accounts paid in October 2022.**

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks September 2022 expenses.	50.00
BACS	Cornwall Council - Clerks Salary September 2022.	649.98
BACS	CF Hyde – Poppy Wreath	20.00
BACS	Nigel Cummings – Website Hosting and Maintenance, September 2022.	20.00
BACS	CF Hyde – Condolence Book	24.98
BACS	Cornwall Council – Magazine Printing	42.08
	Total	807.04

**7.3: Income in October 2022.**

	24-Oct-22	Tithe Maps sales	£	7.00
	17-Oct-22	Old Bookshop Looe TITHE MAP SALES	£	33.60
	24-Oct-22	COIF Turnpike Trust Final Payment	£	14.06
May-Oct 22		Bank Interest	£	0.05
	26-Oct-22	Wills AD REVENUE	£	30.00
		Total	£	84.71

It was proposed by Vice Chairman Powley seconded by Councillor Reynolds 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: Tregoad School Appeal for funds to purchase books –** A request came via County Councillor Armand Toms for a donation towards books for the school library. The Clerk will do more work on this and include in the December meeting.

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

None received.

## **7.6: Financial Business.**

**7.6.1: Items to include in the 2023/2024 Precept** – Parish Council IT equipment, report requested by The Clerk and sent by Councillor Cummings for discussion.

### **Attached:**

**Appendix A** - Original report for important background information.

**Appendix B** - Revised estimate.

Any other items to include, in December's presentation.

Discussions ensued as to the Clerks requirements for a replacement PC and software, and it was agreed that the next and future precepts should include a percentage of the cost of replacement equipment, (£400 PA suggested), should the situation become critical however there is sufficient funds in the reserves to enable a speedy purchase, which can be repaid by future precept inclusions.

However, it was felt that the current 'cost of living crisis' and the effect of such expenditure on the council tax payer should be carefully considered before making such a large purchase.

The Parish Council fully acknowledge all the points regarding '2<sup>nd</sup> hand software' and equipment 'not fit for purpose' will ensure all future equipment is purchased with all the correct licences.

### **7.6.1: Accounts to be paid in November 2022.**

It was proposed by Councillor Lankston seconded by Vice Chairman Powley that the following be authorised for payment. ALL AGREED.

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks October 2022 expenses.	50.00
BACS	Cornwall Council - Clerks Salary October 2022.	649.98
BACS	CF Hyde – Annual Energy Allowance	500.00
BACS	Nigel Cummings – Website Hosting and Maintenance, October 2022.	20.00
BACS	St Martin's School Trust FINAL TURNPIKE TRUST COIF PAYMENT	14.06
BACS	Looe RNLI Tithe Maps sales	40.60
BACS	CPRE Annual Subscription	36.00
BACS	Duchy Defibrillators	372.00
	Total	1682.64

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

**8.1.1: Queen Elizabeth II Memorial Tree** – Should the Parish Council plant a memorial tree, and if so what type and where? Carried forward from October's meeting.

Discussions ensued and it was suggested The Clerk include a piece in the next magazine asking for community input.

**8.1.2: Community Network Panel Extraordinary Meeting** - 14 November 2022 18:00 – 20:00 by Teams, link sent by email.

**8.1.3: Culvert and drains still need work** – The Clerk to contacted William Glassup.

Councillor Lawes sent photos which were forwarded to William of the blocked culvert and drains. William confirmed and sent photo of the work carried out on 12<sup>th</sup> May 2022, a new report has been raised by William, Ref: COR1774320.

Regarding Bucklawren Road, as the field has been replanted William has asked that notice of when they will be cleared of crops be forwarded so culvert works can be carried out.

**8.1.4: Taxis using lanes** – Traveling too fast and using the lanes as a through route. The Clerk to contacted PCSO Dave Billing who has agreed to talk to the taxi companies.

**8.1.5: Looe Bay Holiday Park** – The on-site sewage treatment park cannot cope at busy times; tankers are emptying the tanks daily. The Clerk is still to follow up on the letter sent earlier this year.

**8.1.6: Verge outside 5 & 6 Bucklawren Road** – The Clerk asked William Glassup to confirm ownership of the land. This he has done, the land is owned by Cornwall Council Environmental Team, William has forwarded our request.

**8.1.7: B3253 Drains** – By the bus shelter breaking up again. The Clerk reported this to Cormac: Ref: W222022504. Cormac has confirmed this has been inspected and work to repair the drains needs to be done. *'We have inspected the reported issue and have verified that it requires attention in accordance with our Highway Maintenance Manual. We will notify you when works have been undertaken'*.

**8.1.8: Damaged Salt Bin Junction Bucklawren Road and B3253** – Cormac have confirmed they will not be replacing this bin and it's the Parish Council's responsibility. If we claim on our insurance, we have £100 excess and will lose our no claims bonus (approx. 10% increase next year).

Discussions ensued and it was agreed to see if the existing salt bin can be moved back in place and repaired.

**Agenda Item 9: Business received after publication of agenda:**

None received.

**Agenda Item 10: Information received from CC and other Authorities:**

**10.1.1: Cornwall Council.**

Newsletters and Special Bulletins and Notices sent by email.

**10.1.2: Other Authorities.**

None received.

**Agenda Item 11: New Business:**

Nothing received.

**Agenda Item 12: Around the table:**

***Councillor Reynolds:***

Nothing raised.

***Councillor Lankston:***

Nothing raised.

***Councillor Keeble:***

Nothing raised.

***Councillor Lawes:***

**Planning Applications:** - Could the option of a site meeting ever be considered / requested/ demanded even, when a planning decision such as Kilmartin pitched / flat roof comes around again.

***Councillor Cummings:***

Nothing raised.

***Vice-Chairman:***

**Single Track Lane at Widegates** – Flooding and muddy due to construction. The Clerk to contact Morval PC.

***The Chairman:***

**Highway condition, Junction Pethick farm and Bucklawren Road** – Surface breaking up. The Clerk to report.

***County Councillor Armand Toms:***

**Difficult times ahead** – Cornwall Council need to save 62 million pounds this next financial year caused by staff pay increase and rising energy costs.

**Planning** – Common problems raised by all the Parish Councils in Councillor Toms Ward, a meeting with planning is to be arranged for representatives of all the PC's to attend

***PCSO Dave Billing:***

**Police Report** – Only one crime reported in the parish in October. With the dark nights an appeal for people to look out for suspicious vehicles has been made, report on 101 or Devon and Cornwall Police Webchat.

***PCSO Dave Billing: (Cont.)***

**Appeal for volunteers to help with Community Speed watch** - in the Looe areas. The Clerk will include a piece in the Parish Magazine.

**Looe Taxis** – Have spoken to the taxi company, who will talk to all of their drivers re: speed and use of access only lanes.

Date and Time of Next Meeting: 1<sup>st</sup> December 2022 at 7.30pm The **Parish Council Meeting** at the No Man's Land Memorial Hall.

There being no other business the meeting closed at 8.40pm.

## **Appendix A**

**St Martin-by-Looe Parish Council I.T. Requirements for 2023 - DRAFT**  
**N A Cummings Oct 2022 / SMPC\_IT\_2022 Page 1**  
**23/10/22**

### **Background**

Like all other Parish and Town Councils in 2022 the St Martin-by-Looe Parish Council (SMPC) relies increasingly on up-to-date computer hardware and software to carry out its vital role in local governance and parishioner support. The recent Covid outbreak and financial crisis in the UK has accelerated the requirement to take advantage of remote working and I.T. applications to improve productivity where appropriate.

Currently the Parish Clerk has two computers at his disposal.

- A "Screen Top" HP computer which was originally owned by the SMPC but has since been gifted to the Parish Clerk.

- A 10-year-old refurbished DELL Lap Top. This is not currently used for Parish work but is owned by the SMPC.

- Both computers have old versions of Microsoft Windows and Microsoft Office installed. This software is not licensed to the SMPC having been purchased 2nd hand which means it could stop working at any time. Purchasing this type of license is not illegal but using it usually is as it breaks the terms of the original license.

Both of the above computers are no longer suitable for carrying out the I.T. work required to support a Parish Council. The Lap-Top is 10 years old, has a very dull screen, and is not capable of running supported versions of Windows even if new "legal" licenses were purchased.

No computers or software are on the SMPC asset register and currently there is no budget or reserve to purchase replacements. The Clerk currently uses the HP computer for Parish Council work and to prepare the Parish Magazine. The Parish Magazine is outside the scope of the clerk's role so has not been included as a requirement for the new computer and software.

The Parish Clerk has attempted to contact NALC and Cornwall Council to see if there is any guidance for Parish Councils regarding software strategies or opportunities to reduce costs through bulk purchases agreements or volume licenses without success.

### **Requirements**

The Parish Council require new computer software and hardware for use by the Parish Clerk to continue to perform the increasingly I.T. based duties of a Parish Clerk and RFO.

As well as the day-to-day support to Parish Councillors the Clerks role includes working with suppliers, councillors, parishioners and local government organisations using varying types of hardware and software. The ability to distribute information in a suitable format for the Internet and Cornwall Council (CC) are also critical. A Windows computer with a current version of Microsoft Office with Microsoft Teams to attend and host meetings is therefore recommended as this is the platform used by CC.

A Lap-Top computer with a 15.6" screen would be a portable solution that provides a big enough screen to work with spreadsheets and is reasonably economic to purchase as it is very popular model worldwide. A smaller screen would improve battery life but may require the purchase of a separate monitor for working comfortably on large spreadsheets.

The hardware and software recommended is

- 15.6" Lap-Top with Microsoft Windows 10 PRO pre-installed with an upgrade option to Windows 11. £1000.
- Microsoft Office 365 Subscription at £12 - £25 per month. The license costs will depend on the function required by the SMPC. Unfortunately, the license options are too complex for me to summarise in this document without knowing exactly what we think we need and the costs vary considerably. You can still purchase a One-Time license for Office Home and Business 2021 for £250 but some functions are now limited and are likely to become out of date and unlike 365 there is no Microsoft technical support.
- External Portable SSD drive for holding backups and archived files. £100.

Assumptions and Scope

- No specialist software is required for producing the Parish Magazine.
- No provision has been made for Acrobat software for processing PDF files apart from the basic free Acrobat Reader.
- Assuming that regular backups are taken, Windows defender is turned on, and basic I.T. guidelines for using the Internet are followed, then the current third-party antivirus software costing £90 per annum is no longer required. Third party antivirus carries a significant performance overhead.
- A Zoom license will no longer be required as Office 365 licenses in the range I have budgeted for include the ability to host Teams meetings.
- No specialist accounting software is required.
- The computer will only be required for Parish Council business. Pictures, videos and archived data e.g., Old Parish magazines, Parish pictures can be stored on the portable SSD drive. I would therefore recommend that a provision is made in the 2022-2023 precept of £1540 for the above. I have included a 10% inflationary increase on current prices.

Nigel Cummings

**Appendix B.**  
**31/10/22.**

Charles has expressed concern over the estimated cost of the computer and software so I have been looking at ways we could reduce the precept amount for the new computer and software from the initial estimate I sent you on the 23rd.

The prices I included in my estimate (copy attached) include VAT. Charles has confirmed that we can claim the VAT back therefore the cost of the computer and backup drive would actually be £930.

To purchase two licenses for the Microsoft software we need (one for Charles and one for me to support Charles for the 1st year and for general use by the Parish Council) will cost of £9.40 per month per license but we can do this without adding to the precept. If I reduced my website hosting fee for the next year to £10 then the saving would be more than enough to cover the cost of one license. The saving we make by not purchasing the additional virus protection software and Zoom licenses which we paid for this year so presumably would otherwise be in next year's precept will cover the cost of the other 365 license.

So instead of £1540 we would require £1030 as I would still recommend a 10% contingency given the volatility of inflation, sterling, and semi-conductor prices.

Nigel Cummings