

ST MARTIN-BY- LOOE PARISH COUNCIL

MINUTES FOR THE ANNUAL PARISH COUNCIL MEETING HELD ON THURSDAY 13th May 2021 AT NO MAN'S LAND MEMORIAL HALL AT 7.15PM.

Attended by:

Chair: Robert Henly, Vice-Chair Roberta Powley

Parish Councillors: Barbara Reynolds, Andrea Lankston, Simon Lawes, David Keeble, Nigel Cummings.

Mr. Charles Hyde, Clerk and Proper Officer of the Council.

County Councillor Armand Toms.

PCSO Dave Billing.

Agenda Item1: Apologies for Absence:

None.

Agenda Item 2: Declaration of Office Forms and Election of Officers to serve to May 2022:

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

Councillor Henly was nominated by Councillor Powley, seconded by Councillor Keeble, agreed unanimously.

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

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

Councillor Powley was nominated by Councillor Keeble, seconded by Councillor Lankston, agreed unanimously.

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 Cummings 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 2022

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

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

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

Forms all signed and witnessed at the end of this meeting.

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 2nd May 2019

Were approved at the meeting on the 30th May 2019. (No meeting held in 2020 due to Covid)

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

4.1.1: Annual Report – A difficult year, three issues were published with the Summer 2020 issue being cancelled due to the pandemic. Some advertisers were lost this year and a couple of new

ones added, however, advertising revenue well down on previous years and print costs have increased.

The outlook however for the new financial year is more positive with a couple of new advertisers requesting space later in the year. Many thanks to the regular contributors, as mentioned before, any new interesting articles considered, so please keep them coming.

Agenda Item 5: Standing Orders/Code of Conduct:

To be reviewed in the June 2021 meeting.

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

None received.

There being no other business, the meeting closed at: 7.27pm.

St Martin – By - Looe Parish Council

MINUTES, THE PARISH COUNCIL MEETING AT 7.30PM TO BE HELD ON THURSDAY 13th MAY 2021 at NO MAN'S LAND MEMORIAL HALL. (Covid restrictions apply).

Attended by:

Chairman: Robert Henly.

Vice-Chair: Roberta Powley.

Parish Councillors: Barbara Reynolds, Andrea Lankston, David Keeble, Simon Lawes, Nigel Cummings.

Mr Charles Hyde, Clerk and Proper Officer of the Council.

County Councillor Armand Toms.

Public Question Time and Councillors Comments on Declared Interests:

None raised.

Agenda Item 1: Declarations of Interest:

The Chairman 4.1.2 Prejudicial.

Agenda Item 2: Apologies for absence:

None made.

Agenda Item 3: Minutes of the Parish Council Meeting:

3.1.1: Minutes for the Parish Council ZOOM Meetings held on 1st April 2021. It was proposed by Councillor Keeble, seconded by Councillor Lankston 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 PA21/03624.

Proposal Certificate of lawfulness for residential use.

Location 102 Hillside Villas, Millendreath Holiday Village, Millendreath, Looe.

Applicant Mr Ian Ward.

1. **Grid Ref** 226818 / 54432.

Parish Council's Decision: Approved. Proposed by Councillor Lawes, seconded by Vice Chair Powley. All agreed.

4.1.2: Application PA21/03526.

Proposal Variation of condition 2 of decision 5/74/0760 dated 4th November 1974

(Change of planning permission to 31 touring caravans, motorised vans and tents and 5 static (letting) caravans) to allow not more than 16 static vans.

Location Looe Country Park Caravan and Campsite Bucklawren Road, No Man's Land, Looe.

Applicant Mrs Jill Spicer.

Grid Ref 228135 / 55846.

Parish Council's Decision: Approved no issues. Proposed by Councillor Cummings, seconded by Councillor Keeble, agreed 6 – 0 (The Chairman abstained as he declared an interest).

4.1.3: Application PA21/00007/NDP

Proposal: Plan Proposal and Strategic Environmental Assessment submitted for Looe Neighbourhood Development Plan.

Parish Council's Decision: Approved in principle. Proposed by The Chairman, seconded by Vice Chair Powley. Agreed 6 – 0 (Councillor Cummings abstained due to insufficient time to consider the document in full).

Agenda Item 5: Planning Decisions received by the date of the meeting:

5.1.1: Appeal A Ref: APP/D0840/W/20/3259225

Field at Bokenver, St Martin. Appeal Dismissed, no costs claimed.

The appeal is made under section 78 of the Town and Country Planning Act 1990 against a refusal to grant planning permission.

The appeal is made by Mr Pete Buttery against the decision of Cornwall Council.

The application Ref PA19/10682, dated 6 December 2019, was refused by notice dated 10 March 2020.

The development proposed is the change of use of a 9350m2 part of the site to mixed use agriculture, forestry, tourist accommodation camping and facilities. Regularising the siting of: one camping pod (10.8 m2) existing a composting toilet (1.6 m2) existing a shower (3.3 m2) existing. The proposed siting of two camping pods (2 x 10.8 m2) a shepherd's hut (10.8 m2) six camping pitches a composting toilet (1.6 m2) a shower (3.3 m2) extended hardstanding (85 m2 and 3 x 11.5 m2).

Appeal B Ref: APP/D0840/W/20/3264798

Field at Bokenver, St Martin. Appeal Dismissed, no costs claimed.

The appeal is made under section 78 of the Town and Country Planning Act 1990 against a failure to give notice within the prescribed period of a decision on an application for planning permission.

The appeal is made by Mr Pete Buttery against the decision of Cornwall Council.

The application Ref PA20/08264, is dated 25 September 2020.

The development proposed is the change of use of 560 m2 of the site (including 300 m2 of hardstanding) to mixed use agriculture, forestry, temporary tourist accommodation (four glamping pitches) and ancillary facilities. Regularising the siting of: one camping pod (10.8 m2) a composting toilet (1.6 m2) a shower (3.3 m2). Proposed siting of: two camping pods (10.8 m2) a shepherd's hut (10.8 m2) a composting toilet (1.6 m2) a shower (3.3 m2). Proposed engineering works: extended hardstanding (85 m2 additional to existing) adjustment of 9m length of hedge bank at entrance to facilitate visibility •the levelling of land under the pods.

Discussions ensued and it was agreed to ask the Clerk to write to Central Government Planning Office and or CALC to raise our objections to the implementation of the 56 day rule, as no regard has been taken to the effect this can have on communities.

Agenda Item 6: Planning Matters:

None raised.

6.2: Correspondence:

Forwarded by email where possible.

Agenda Item 7: – Finance.

7.1.1: Summary of Accounts. (Corrected).

Reconciled balances date 01/04/2021

Opening Bank Balances 1 st April 2021	£20,729.08
Income to date	£6,602.26
Expenditure to date	£103.43
Balance to date	£27,227.91

7.2: Accounts paid in April 2021.

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks March expenses.	69.04
BACS	Zoom, March	14.39
BACS	Clerks Salary March 2021	632.82
BACS	Nigel Cummings – Website Hosting and maintenance	20.00
BACS	Cornwall Council – Magazine printing (paid in March 2021)	42.08
BACS	Hardship Fund Donation	50.00
	Total	828.33

7.3: Income in April 2021.

8-Apr-21	Precept part 1	£	6,424.86
8-Apr-21	Council Tax support Grant part 1	£	177.40
	TOTAL	£	6,602.26

It was proposed by Councillor Lawes, 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.

None received.

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

7.5.1: Email received from The Women's Centre Cornwall.

Thank you, we are grateful for any size donation and would like to thank the Councillors for their kind support.

Please do pass on our thanks and I hope the elections went well.

Tamsin Chapman-Gunner - Fundraiser.

7.6: Financial Business.

7.6.1: Accounts to be paid in May 2021.

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

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks April expenses.	50.00
BACS	Zoom, April	14.39
BACS	Clerks Salary April 2021 (Provisional - TBC)	649.98
BACS	Nigel Cummings – Website Hosting and maintenance	20.00
BACS	The Women's Centre – Donation agreed last month	10.00
BACS	RN Powley – Community Garden spending	66.22
BACS	Browns Nurseries – Community Garden Trees	110.00
BACS	Came & Co Annual Insurance premium	381.56
BACS	Complete Weed Control – Weed spray	144.00
	Total	1446.15

7.6: Financial Business.

7.6.1: Presentation of end of year accounts – Corrected copy attached.

7.6.2: Annual Governance Statement – Presented by the Responsible Finance Officer (the Clerk) for approval by the Parish Council and signed and dated by the Chairman and Responsible Finance Officer at a convenient time after this meeting.

7.6.3: Accounting Statements 2020/2021 - Presented by Responsible Finance Officer (the Clerk) for approval by the Parish Council signed and dated by the Chairman and Responsible Finance Officer at a convenient time after this meeting.

7.6.4: Asset Register: The Clerk has reviewed the Parish Council's assets and updated the register.

7.6.5: VAT Reclaim – Form to be completed. Value £2,138.16. (Paid into the account today).

7.6.7: Allocated funds – At the end of the financial year the Parish Council's bank balance to date is £20,729.08.

Suggest to be agreed at this meeting, £6,000 will be earmarked for the No Man's Land Play Area. Discussions ensued, and it was agreed to leave this for another year, however this item to be raised again in June to discuss ideas that were brought to this meeting regarding future projects and funding.

7.6.8: Turnpike Trust Charity – Account balance £841.33 of the 31st March 2021.

7.6.9: The Blue Accounts Book – To be signed by the Chairman at a convenient time after this meeting.

7.6.10: Certificate of Exemption – Agreed and signed by the Chairman at a convenient time after this meeting.

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

8.1.1: Millendreath Postbox – Out of commission as is broken

Email received below:

I've reported this issue to the relevant manager and recorded the details under reference 1-7230553603.

The manager confirmed the box was required to be removed from service for health and safety purposes, however they have confirmed the work has been raised to carry out the necessary repairs.

I must advise however that all work of this nature is currently delayed due to the COVID 19 pandemic. Once work is reinstated, the request should be actioned within 25 weeks. We have passed the information you have provided to the correct department who will deal with this request in due course.

8.1.2: Virtual Meetings – Awaiting further guidance as to whether virtual meetings can continue for things like planning where the public do not have to attend.

8.1.4: Tregoad Park – The Chairman and Clerk attended a meeting on 6th May with Allen Main, Group General Manager of Waterside Holiday Group, he extended an invitation to all Parish Councillors to the Open Day on 24th June 2021, this has been circulated by email prior to this meeting

8.1.5: Holland Road Community Garden – Trees, planters, plants and hard landscape materials all purchased and work carried out. The bench donated by County Councillor Armand Toms has been put in place and secured to the ground. Thanks to all for their hard work.

8.1.6: Dog Waste Bin at Windsworth – The Clerk contacted The Monkey Sanctuary to have it emptied again, but it does appear this is due to non dog waste being deposited in the bin, maybe a rubbish bin needs to be provided.

8.1.7: No 6 Bucklawren Road – Is the complete change of appearance lawful?

Planning have confirmed this work falls within Permitted Development and no permission is required.

8.1.8: No HGV Signs Bindown Road – Confirmation received from William Glassup that the signs have been ordered and will be installed as soon as possible.

Agenda Item 9: Business received after publication of agenda:

None.

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

10.1.1: Cornwall Council.

Communities and Devolution team – Newsletters and Special Bulletins and Notices. All circulated by email during the current lockdown.

10.1.2: Other Authorities.

All Circulated by email during the current lockdown.

Agenda Item 11: New Business:

None.

Agenda Item 12: Around the table:

Councillor Reynolds:

Nothing raised.

Councillor Lankston:

Nothing raised.

Councillor Keeble:

Nothing raised.

Councillor Lawes:

Millendreath Holiday Village – Has been sold to a Truro based company.

Fingerpost at Bay View Farm – Broken and need to be repaired. The Clerk to report to James Clapp Countryside Officer SWCP.

Councillor Cummings:

Requested the Asset Register – For the website, The Clerk to Supply.

Cornwall Council IT – CC still have not updated the link to our website, this will shortly stop working as the old website is to be removed. The Clerk will contact CC.

Vice-Chairman:

Nothing raised.

The Chairman:

Nothing raised.

County Councillor Armand Toms:

Countryside Officer – Councillor Toms met with James Clapp, The Countryside Officer, who discussed the reopening of the footpath at Bodigga. He also intends to walk the SWCP to inspect the entire route under his control.

Major Projects Plan – County Councillor Toms has asked that the Parish Council consider what major plans it would like to see come to fruition over the next four years, i.e.: 30MPH speed limit at No Man's Land.

Date and Time of Next Meeting: 10th June 2021 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

Expenditure 2020/21

Item	Budget	Actual	Plus/Minus	Percentage	
Insurance	£ 350.00	£ 349.22	-£ 0.78	100%	On Budget
Parish Paths	£ 180.00	£ 120.00	-£ 60.00	67%	On track
Clerks Salary	£ 7,521.80	£ 6,884.02	-£ 637.78	92%	11 months salary
CDC Admin fee	£ 72.00	£ 66.00	-£ 6.00	92%	11 months salary
Clerks Expenses -All	£ 1,200.00	£ 1,138.15	-£ 61.85	95%	On Budget
Office Supplies	£ 100.00	£ -	-£ 100.00	0%	None purchased
Street Furniture	£ 460.00	£ 478.40	£ 18.40	104%	On Budget
Equip Maintance	£ -	£ -	£ -	#DIV/0!	
Hall Hire and Zoom	£ 150.00	£ 149.90	-£ 0.10	100%	On Budget
Subscriptions	£ 210.00	£ 231.04	£ 21.04	110%	increased next year
Misc & contingency	£ 250.00	£ 310.00	£ 60.00	124%	£210 returned from fund.
Grass Cutting/Weed spray	£ 650.00	£ 760.00	£ 110.00	117%	Extra work requested
Data protection	£ 40.00	£ 35.00	-£ 5.00	88%	On Budget
Section 137	£ 50.00	£ 50.00	£ -	100%	On Budget
Grants & gifts	£ 150.00	£ 150.00	£ -	100%	On Budget
British Legion Wreath	£ 20.00	£ 20.00	£ -	100%	On Budget
Audit fees	£ 50.00	£ 50.00	£ -	100%	On Budget
Fingerpost project	£ -	£ -	£ -	#DIV/0!	
Salt bins	£ 240.00	£ 240.00	£ -	100%	On Budget
VAT	£ -	£ 2,138.16	£ 2,138.16	#DIV/0!	
Parish magazine	£ 170.00	£ 126.24	-£ 43.76	74%	On Budget
Community development	£ -	£ -	£ -	#DIV/0!	
From Reserves	£ -	£ 9,359.28	£ 9,359.28	#DIV/0!	Major projects completed.
Total budget & expenditure	£ 11,863.80	£ 22,655.41	£ 8,653.45	191%	

Income

Precept	£ 11,863.80
Grants and Paths	£ 3,620.76
Bank Interest	£ 2.63
VAT refund	£ 81.03
	£ -
Misc	£ 269.99
Advertising revenue	£ 250.00
Total Income	£ 16,088.21

St Martin-By-Looe News

Advertising revenue to date	£ 250.00
Print costs (anticipated)	£ 126.24
Profit/Loss	£ 123.76