

# **St Martin – By - Looe Parish Council**

**MINUTES FOR THE ANNUAL PARISH MEETING AT 7.15PM TO BE HELD ON THURSDAY 4<sup>th</sup> APRIL 2019 AT NO MAN’S LAND MEMORIAL HALL.**

Chairman: Robert Henly.

Vice-Chair: Roberta Powley.

Parish Councillors: Barbara Reynolds,

Simon Lawes, Andrea Lankston

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

County Councillor Armand Toms.

PCSO David Billing.

## **The Annual Parish Meeting.**

**Agenda Item 1:** Apologies for absence.

Parish Councillors: David Keeble, Lynne Burt.

**Agenda Item 3:** Minutes of the Annual Parish Meeting held on 5th April 2018 (approved 3<sup>rd</sup> May 2018).

**Agenda Item 4:**

**4.1.1: Report from the Chair of the Parish Council.**

This has been another busy year for the Parish Council. The regular monthly meetings have been well attended by Councillors. We welcome members of the public to our meetings but request questions in writing before the meetings.

The three notice boards within the parish at No Man’s Land, Windsworth and Millendreath help to keep residents informed of activities within the parish and the work of the Parish Council. Thanks to the councillors who keep them up to date. The noticeboard at No Man’s Land has now been replaced with a new one positioned on the wall outside The Memorial Hall.

We continue to have concerns with the speed of traffic through the village on the B3253. The police have asked for any photographic evidence of people overtaking on the wrong side of the traffic islands. The large puddle of water on the south side of the road near the bus stop has improved due to Cormac clearing the drain which was previously thought to have been collapsed.

The road through No Man’s Land from the B3253 to Holland Farm was resurfaced which is an improvement despite some unevenness and puddling.

There have been issues with flooding on Bucklawren Road and May Lane, Millendreath after heavy rainfall. Following several meetings with Cormac the problems in Bucklawren Road have improved once the drains have been cleared properly but the problems in May Lane persist. Cormac tell us that the regular maintenance programme has been increased from twice a year to three times a year.

The fingerposts at Keveral Lane and Penshoey were finally replaced.

The surface dressing of the road from Bucklawren to Millendreath was completed making it much safer for horse riders.

The appearance of the Holland Road estate remains a concern to the council. The garages have now been demolished and replaced with parking bays improving the look of that area. The entrance is still untidy. Cormac are looking at putting in a curb and Cornwall Housing tidying up some of the bushes. The grassed area to the south of the entrance was used for a very successful ‘Lights Up’ event with a decorated Christmas tree. The event was instigated by 2 of the parish councillors, Barbara Reynolds and Andrea Lankston and was very well attended and was followed by refreshments in the village hall. It was a tremendous community event and there are already plans for a repeat this December.

The prospect of a small planning development of affordable housing on Duchy of Cornwall land at No Man's Land has resurfaced. The Parish Council have met with Andrew George of the Cornwall Community Land Trust and he has since had a very useful meeting with the Duchy of Cornwall land agents. 6 of the councillors visited a new development on Duchy land at Duloe and had a very helpful meeting with 3 Duloe Parish Councillors who were involved with this development. We now need to conduct a local need survey and hold a public meeting.

Most of the properties in the parish connected to the Widegates telephone exchange now have access to fibre broadband. However, properties connected to Looe and Dowederry exchanges still struggle to get good internet access. At the March meeting we had a presentation from Wildanet Fast Internet who advised us of a possible solution to this problem. There will be further information in the next newsletter.

Many thanks to our Cornwall Councillor Armand Toms for all his hard work in this parish and East Looe.

My thanks to our Clerk, Charles Hyde for all the hard work he puts in to enable the smooth running of the council. We wish him a full and speedy recovery from his recent knee operation. We also thank him for his work in editing and producing the quarterly parish magazine on our behalf. The magazine is now self-financing thanks to the sale of advertising space and is very informative to all parishioners. He always welcomes articles from parishioners.

Finally, I would like to thank my fellow Councillors for their regular attendance and their endeavours throughout the year.

Robert Henly 04/04/2019

#### **4.1.2: Report from the Chair of St Martins Village Hall Trust:**

Another very successful year for the hall, the summer flower show was a success as always, jumble sales have been very busy and have made good profits, as have the bingo events. We are pleased to see the billiard room being used once more and would encourage anyone in the parish to make use of this wonderful amenity.

We have many private bookings for the hall, including art groups, health classes and parties. We continue to refurbish the hall and its grounds, the redesign of the area by the front door has created a nice seating area plus the addition of 2 new notice boards. Work on the other side of the door is in the planning stages. Now that the weather seems to have come good the fence at the side of the hall will be replaced enhancing this area and making it safer.

All Allotments are rented out and the car parking spaces too.

The War Memorial has been granted listed status, thus protecting it for generations to come. Our Remembrance Service was especially poignant, marking the centenary of the ending of WW1, it was lovely to have some of the families of men remembered on the memorial in attendance at the service.

And special thanks to the children who laid posies for the men whose families couldn't be there. I would like to recognise 2 unsung heroes who help with the heavy lifting required in setting up the halls many events, thank you to Carl Cook and Andrew Chudleigh.

The hall committee would love to see more members of the Parish at events, the hall is yours, please support it.

On a personal note I would like to thank the small but dedicated committee for all of their hard work over the year, we can always do with a few more willing helpers.

Tracy Chudleigh 04/04/2019

#### **Agenda Item 5: Matters raised by Parishioners for further discussion and possible Action:**

There being no other business the meeting closed at 19.22.

# St Martin – By - Looe Parish Council

MINUTES FOR THE PARISH COUNCIL MEETING HELD ON THURSDAY 4<sup>th</sup> APRIL 2019 AT NO MAN'S LAND MEMORIAL HALL AT 7.30pm.

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

## **Public Question Time & Councillors Comments on Declared Interests:**

**Jenny Wallis** - Presentation of the completed and updated map of the Parish of St Martin by Looe, based on the Tithe Map. Showing historical points of interest. Offered the Parish Council the copyright to enable sale of the map with proceeds going to the Parish Council for a community resource.

The Chairman thanked Jenny for her very interesting presentation and all the hard work she has put in to produce such a detailed piece of historical work and for the copy to be uploaded on the Parish Council website.

## **Agenda Item 1: Declarations of Interest:**

None declared.

## **Agenda Item 2: Apologies for absence:**

Parish Councillors: David Keeble, Lynne Burt.

## **Agenda Item 3: Minutes of the Parish Council Meeting:**

**3.1.2: Minutes for the Parish Council Meeting held on 7<sup>th</sup> March 2019.** It was proposed by Councillor Reynolds, seconded by Councillor Lawes 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:**

None received.

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

None received.

## **Agenda Item 6: Planning Matters:**

**6.2: Correspondence:** - In information pack.

## **Agenda Item 7: – Finance.**

### **7.1.1: Summary of Accounts.**

#### ***Reconciled balances date 02/04/2019***

Opening Bank Balances 1 <sup>st</sup> April 2018	£26,690.60
Income to date	£12,834.11
Expenditure to date	£14,159.49
Balance to date (Year End)	£25,365.22

## **7.2: Accounts paid in March 2019.**

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks expenses Feb/March 2019	102.68
BACS	Cornwall Council – January 2019	610.61
BACS	Cornwall Council – February 2019	610.61
834	Oak Johnson – Path work	120.00
	Total	1443.90

## **7.3: Income in March 2019.**

14-Mar-19	Cornwall Council Paths Grant	£	103.76
Jul, Aug, Sep, Dec, Jan, Feb, Mar	Bank interest	£	3.06
	Total	£	106.82

It was proposed by Vice Chairman Powley and seconded by Councillor Lankston 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: Cornwall Air Ambulance** – Request for donation. (last donation £50 March 2017). Discussions ensued and it was proposed by Councillor Reynolds, seconded by Councillor Lankston that £100 be donated this year. ALL AGREED.

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

None received.

## **7.6: Financial Business.**

**7.6.1: Presentation of end of year accounts** – 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.

**7.6.3: Accounting Statements 2018/19** - Presented by Responsible Finance Officer (the Clerk) for approval by the Parish Council signed and dated by the Chairman and Responsible Finance Officer.

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

**7.6.5: VAT Reclaim** – Form completed and posted; value £481.22.

**7.6.7: Allocated funds** – At the end of the financial year the Parish Council's bank balance to date is £25,365.22.

£2258.00 was spent on street furniture projects in 2018/19, if agreed at this meeting, £11,000 will once again be earmarked for the No Man's Land Play.

Discussions ensued and it was agreed to earmark £11,000 for the future play area at No Man's Land. Proposed by Councillor Reynolds, seconded by Councillor Lankston. ALL AGREED.

**7.6.8: Turnpike Trust Charity** – Account balance £733.48 of the 31<sup>st</sup> March 2019.

**7.6.9: The Blue Accounts Book** – Signed by the Chairman.

**7.6.10: Quotation for Weed Control** – Complete Weed Control have quoted £80 per treatment (2 per year).

Discussions ensued and it was proposed by the Chairman, seconded by Vice Chairman Powley to accept this quotation. ALL AGREED.

### **7.6.11: Accounts to be paid in April 2019.**

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

Cheque No	Organisation	Amount
BACS	CF Hyde – Clerks expenses March 2019	51.34
BACS	Cornwall Council – March 2019	610.61
BACS	Cornwall Council – Magazine Printing	29.00
BACS	CALC Subscription	194.87
835	Cornwall Air Ambulance - Donation	100.00
		Total
		985.82

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

**8.1.1: Millendreath Yellow Lines** – Expression of interest form to be included in the Community Network Highways Scheme to be agreed and completed.

The Clerk to complete the forms and forward to the Community Network Manager.

**8.1.2: Site Meeting at Duloe** – Property layouts and questions answered. Formal letter submitted by the Parish Council to the Duchy of Cornwall.

Noted.

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

**9.1.1: Community Governance Review** - Submission form to be completed and evidence collected.

House to house survey to be completed by Councillor Reynolds and the Clerk to contact Morval Parish Council as evidence is needed before the forms can be submitted.

### **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.

#### **10.1.2: Other Authorities.**

**CALC** – Vacancies on the Planning Partnership Panel.

**NALC** – Bulletin.

**Wildanet – Fast Internet** – Letter of thanks and contact information.

### **Agenda Item 11: New Business:**

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

##### ***Councillor Reynolds:***

**Housing Needs in the Parish** – Two Cornwall Housing Properties have been occupied by persons from outside the Parish. Why is this the case? The Clerk to make contact with Cornwall Housing to clarify policy.

##### ***Councillor Lawes:***

**Drains all cleared out** – Spoke to the team who will be back at the tanker was full and needed emptying.

**Espalier** – New manager on site.

**Car Parks** – Number plate recognition and charges now up and running.

**Footpath at the top on May Lane** – Being reinstated by land owner but sign still missing. The Clerk to contact the Countryside Team.

**Development at top of May Lane** – Site of enlarged gateway now has 2 static caravans apparently to be used as an office and storage. Current Planning Application being considered by Looe Town Council for the sale of plants from the new farm building. Enforcement action on the

application for the enlargement of the gate and the subsequent rain water flowing onto May Lane is a concern of the Parish Council and comments will be submitted on the Planning Portal.

**Councillor Lankston:**

Nothing raised.

**Vice-Chairman:**

Nothing raised.

**The Chairman:**

Nothing raised.

**County Councillor Armand Toms:**

**Health Issues** – Due to ongoing health issues County Councillor Armand Toms will not be running for Town Mayor this year. The Chairman wished him well and thanked him for his hard work over the years and look forward to working with Councillor Toms once his health has improved.

**St Martins Hill** – Will reopen on 12<sup>th</sup> April for the Easter period. Traffic lights will be in place from 29<sup>th</sup> April until works have completed.

**PCSO Dave Billing:**

**Police Report** – There were no crimes in the Parish in March 2019. There have been several burglaries in the Looe area from garages and outbuildings, no matter how secure. The Police are encouraging the installation of alarms on such buildings.

Date and Time of Next Meetings: 2<sup>nd</sup> May, 7.15pm **Annual Parish Council Meeting**, 7.30 pm **Parish Council Meeting** at No Man's Land Memorial Hall.

There being no other business the meeting closed at 20.48.

**Expenditure 2018/19**

Item	Budget	Actual	Plus/Minus	Percentage	
Insurance	£ 290.00	£ 291.20	£ 1.20	100%	On Budget
Parish Paths	£ 180.00	£ -	-£ 180.00	0%	invoice received too late
Clerks Salary	£ 7,240.00	£ 7,797.23	£ 557.23	108%	13 months salary
CDC Admin fee	£ 72.00	£ 78.00	£ 6.00	108%	13 months salary
Clerks Expenses -All	£ 1,200.00	£ 1,142.04	-£ 57.96	95%	On Budget
Office Supplies	£ 200.00	£ 154.08	-£ 45.92	77%	On Budget
Street Furniture	£ 300.00	£ 235.00	-£ 65.00	78%	On Budget
Equip Maintance	£ -	£ -	£ -	#DIV/0!	
Hall Hire	£ 200.00	£ 138.00	-£ 62.00	69%	On Budget
Subscriptions	£ 175.00	£ 197.24	£ 22.24	113%	increased next year
Misc & contingency	£ 200.00	£ 140.77	-£ 59.23	70%	On Budget
Grass Cutting/Weed spray	£ 580.00	£ 540.00	-£ 40.00	93%	Not done
Data protection	£ 40.00	£ 35.00	-£ 5.00	88%	On Budget
Section 137	£ 50.00	£ 50.00	£ -	100%	On Budget
Grants & gifts	£ 200.00	£ 200.00	£ -	100%	On Budget
British Legion Wreath	£ 25.00	£ 20.00	-£ 5.00	80%	On Budget
Audit fees	£ 20.00	£ 20.00	£ -	100%	On Budget
Fingerpost project	£ -	£ -	£ -	#DIV/0!	
Salt bins	£ 300.00	£ 218.00	-£ 82.00	73%	On Budget
VAT	£ -	£ 481.22	£ 481.22	#DIV/0!	
Parish magazine	£ 130.00	£ 163.71	£ 33.71	126%	Extra edition printed
Community development	£ 50.00	£ -	-£ 50.00	0%	
From Reserves	£ -	£ 2,258.00	£ 2,258.00	#DIV/0!	On Budget
<b>Total budget &amp; expenditure</b>	<b>£ 11,452.00</b>	<b>£ 14,159.49</b>	<b>£ 2,226.27</b>	<b>124%</b>	

**Income**

Precept	£ 11,452.00
Grants	£ 442.85
Bank Interest	£ 5.28
VAT refund	£ 145.22
Parish paths	£ 103.76
Misc	£ 400.00
Advertising revenue	£ 285.00
<b>Total Income</b>	<b>£ 12,834.11</b>

**St Martin-By-Looe News**

Advertising revenue to date	£ 285.00
Print costs (anticipated)	£ 163.71
<b>Profit/Loss</b>	<b>£ 121.29</b>