

Week St. Mary Parish Council

Draft minutes from the Ordinary Meeting held on Thursday, August 4

1. **Public question time** (15 minutes allowed for this)
None. 22/052
- 1a. **To receive County Councillor Nicky Chopak's report on matters arising**
The council received Cllr Chopak's apologies – no report. 22/053
2. **To note councillors present**
Cllrs S May (chair), C Slade (vice chair), S Gubbin, S Peters, T Hamlyn, M Johns, L Stephens. Also present: S Cleave, clerk, and two members of the public. 22/054
3. **To receive apologies for absence with reasons**
Cllr I Richardson – work.
Cornwall Councillor N Chopak – broken ankle. 22/055
4. **To receive Declarations of Interest and approve Dispensations**
None. 22/056
5. **To approve the minutes of the last meeting**
The minutes of the Ordinary Meeting held on Thursday, July 7, 2022 were approved with minor amendments.
Proposed: C Slade Seconded: S Gubbin Votes: Unan 22/057
6. **To receive clerk's report on matters arising:**
The clerk gave an update of her work since taking up the post. Clerk to write a letter to Beth Sachs, thanking her for all her work for the council. Cllr Slade also gave a few updates – work on the hedges will be done before September; the mums who requested some benches have started to fundraise; it is hoped that the post-box at the top of the village will be reinstated within six to eight weeks. Cllr Hamlyn to make a sign noting that the playing fields is a designated landing space. Councillors were happy for Cllr Hamlyn to proceed.
Proposed: C Slade Seconded: M Johns Votes: Unan 22/058
7. **Planning**
Any late applications received will be discussed under this section
- 7a. **To discuss and make a consultee comment on application:**
PA22/05827 – New custom build house (resubmission of PA21/08972), land south of The Coach House, Week St Mary.
Councillors raised no objection to the plans.
Proposed: S Gubbin Seconded: S Peters Votes: Unan 22/059

PA22/06127 - Proposed demolition of detached garage to side of bungalow and extensions and alterations to bungalow to increase living space on ground floor and create a new first floor level, Highmeadows, road from junction north of Haydah to Stewarts Road, Week St Mary.
Councillors raised no objection to the plans.
Proposed: S Peters Seconded: T Hamlyn Votes: Unan 22/060

7b. Decisions

PA22/06277 Proposal prior approval notification to determine if planning permission is required for proposed track: proposed development is necessary to access farm storage buildings via the existing access from the highway – land adjoining North Park, Week St Mary *PLANNING PERMISSION REQUIRED* 22/061

8. Portfolio Reports:

- **Public transport:**

Cllr Stephens reported that the council is cutting lots of services, with a focus on where the footfall is. Plans should be finalised to tie in with the new school term in September. Cllr Stephens has heard nothing to say the bus going through the village is stopping. There are also plans to increase capacity for the school service. 22/062

- **Community policing:**

No report. Cllr Stephens to take this on. 22/063

- **Playground:**

Cllr Johns reported that the scrap pile is getting bigger. Cllr Slade thanked Cllr Johns for staining the benches and also Cllr Hamlyn for staining the uprights of the playing area, and also carrying out other jobs following the play area inspection. Cllr Slade said she was prepared to offer a granite roller for parish council use in the playing fields on a long-term loan. 22/064

- **Highways, footpaths and greens:**

Cllr Hamlyn gave his report – On July 4 he reported some potholes and they were filled by the 12th, a good response by Cornwall Council. Following a report of a tree being hit on Goscott Corner, he had a look and put it on the Cornwall Council website. The tree was tidied up and cut back by the evening. Cllr Hamlyn was contacted by a resident about the 20mph speed limit and its effects. He responded by telling him that it was a trial and the parish may enter the trial. Cllr Hamlyn has planted 370 trees and has 25 spare to fill in the gaps. Following correspondence with Royal Mail, the post box at the top of the village is to be sorted. There was also some concern over telephone cables in trees on the Canworthy Water road. Cllr Hamlyn contacted BT and then Open Reach, who said they don't cut trees but would fix if the wires were damaged. Cllr Hamlyn also gave the council a price for a new gate at the bottom of Back Lane. Councillors believed Cllr Chopak was following it up with Cornwall Council. The clerk to ask Cllr Chopak. 22/065

- **Adult Social Care:**

Cllr Slade to take this on following the resignation of Cllr Wickett. 22/066

- **BAN:**

No report. 22/067

9. Correspondence including (all relevant emails forwarded):

The following correspondence was noted: * Planning news for Local Councils; *Police crime appeal – quad theft; *Bude CNP June minutes and information on next meeting (including change of venue). 22/068

10. Agenda items

1. Play area inspection

Cllr Slade gave a brief report on the findings of the recent play area inspection, which totalled 110 pages. There were a few things to action, with a lot being advisory

notices, with lots to monitor. There was some concern raised about vehicles driving across the playing fields. Councillors to look at forming a health and safety form at the September meeting. Cllr Slade said a few issues were picked up at the football club. It was proposed to send the football club pages of the report to the club to make them aware of the issues. Clerk to also ask for a copy of the football club insurance.

**Proposed: S May Secoded: C Slade Votes: 6 in favour
1 against 22/069**

Councillors discussed some of the inspection points further. Cllr Slade reported an incident in which a pole from the football field was thrown in front of a car. The clerk to add at the end of the letter a polite note asking if the football club could help the council by being extra vigilant in making sure as much as possible that everything is put away. Cllr Hamlyn gave a price of £27 to replace the end caps (square plastic insets). Councillors agreed for Cllr Hamlyn to go ahead with the work.

Proposed: S May Secoded: S Peters Votes: Unan 22/070

2. AGAR – external auditor’s report

The Annual Governance & Accountability Return (AGAR) review has been completed with the external auditor finding no cause for concern. This was noted. 22/071

3. New notice board

The notice board has to be wooden, not plastic. Cllr Hamlyn said it would cost approximately £100 to repair the existing noticeboard. Councillors agreed this work. The notice board will be missing from its usual spot while the work is carried out. Any important council notices will be displayed in the shop.

Proposed: S May Secoded: S Peters Votes: Unan 22/072

4. Finances

Cllr Peters has been working to get the finances up to date before handing to the new clerk. Online banking is working. The council does not enough in the precept to cover the remainder of the year (although there is money in reserves). The precept would need to be increased to cover this. The council will not have a credit card, and the BT line to the parish office has been cancelled. The council acknowledges that Jamie Sachs has probably found an increase in his costs. It was proposed to write to Jamie to tell him that the council appreciates the work he does and to invite him to the next meeting to give an update on his costs, as the council would be happy to adjust accordingly. It was also proposed to set up a new account (which would be a longer-term savings account).

Proposed: S Gubbin Secoded: L Stephens Votes: Unan 22/073

It was identified in a recent financial audit that there are some unpaid invoices for electric and water at the football club. The clerk to write to the football club with the statement details and invite a representative to the next meeting, or a separate meeting, to discuss the matter with the council.

Proposed: S May Secoded: S Peters Votes: Unan 22/074

5. Mayor of Cornwall Campaign

This was noted by councillors. 22/075

6. 2nd Bude & Jacobstow Scout Group (request for further support)

Councillors discussed the request for support, and noted that they have given financial assistance previously. At this point, the council is not in the position to give any financial support.

Proposed: T Hamlyn Secoded: L Stephens Votes: Unan 22/076

11. Accounts

Balances August 4

- Current account £ 15,844.45
- Reserve account £ 14,331.61

11a. To approve accounts for payment including:

PFK Littlejohns	AGAR	Chq	£360.00
Carol Slade (Wood Finishes Direct)	Protective oil	Chq	£159.12 (VAT £26.52)
The Play Inspection Co	Play area inspection	Chq	£300.00 (VAT £50.00)
Suzanne Cochrane (Cleave)	Microsoft annual renewal	Chq	£59.99 (VAT £10.00)

11b To note income

None.

Councillors voted to approve the accounts (as above)

Proposed: S Peters

Seconded: S May

Votes: Unan 22/077

12. Items for September meeting

- New planning application
- Gov.uk emails for councillors

The meeting closed at 9.50pm.

DRAFT