

# Week St. Mary Parish Council

## Minutes for the Ordinary Meeting Thursday 3<sup>rd</sup> October

**All meetings are open to the press and public unless the Council decides otherwise**

**1. Public question time (15 minutes allowed for this)**

The agent of the applicants of planning application **PA19/07998** - Erection of a dwelling at Canfield attended the meeting. The agent considered the outline application as a rounding off site, in line with the policies of the current Local Plan.

**1a. To receive County Councillor's report on Matter's Arising**

CCllr Chopak was unable to attend.

**2. The Opening, Councillors present**

The Meeting was opened by the Chair Cllr Ward at 1930, with 7 Councillors present; Cllr Pearce, Cllr Slade, Cllr Johns, Cllr Peters, Cllr Smith, Cllr Stephen Cllr May. Beth Sachs – Clerk

**3. To receive Apologies for absence with reasons**

Cllr Cluney - personal

It was **resolved** to accept the apologies

**Proposed: Cllr Ward    Seconded: Cllr Johns    unan    19/039**

**4. To receive Declarations of Interest & Approve Dispensations**

Cllr Pearce – item 7a.

**5. To receive and approve the Minutes of:**

It was **resolved** to approve the minutes of the meeting held on Thursday 5<sup>th</sup> September 2019.

**Proposed: Cllr Pearce    Seconded: Cllr Johns    unan    19/040**

**6. To receive Clerk's report on Matter's Arising:**

External Audit Report – The Clerk has received the external audit report and certificate from PKF Littlejohn for the tax year 2018-19. A copy of the certificate can be found on the Week St Mary Village website.

Wayleave payments from Western Power Distribution - The Clerk has paid these into the current account.

Internet Banking Forms – Forms will be circulated to Cllrs as soon as possible..

Small Societies Lottery Certificate – The current certificate will expire in July 2020.

Cllr Ron Harris resignation - The Clerk has received Cllr Ron Harris's resignation letter. Cllrs extended their thanks to Cllr Harris for his time on the Parish Council and wished him well. The Clerk will notify Cornwall Council of the vacancy and write a letter of thanks to Ron.

**7. Planning**

Any late applications received will be discussed under this section

**7a. To discuss and make a Consultee comment on Application:**

**PA19/07998** | Outline application for the erection of a dwelling with all matters except access reserved | Land West Of Canfield Week St Mary Holsworthy Cornwall

Cllrs discussed encroachment into the open countryside which may set a precedent for future development and also the visual impact on near neighbours. On balance, as the application is currently outline only, Cllrs will await the reserved matters application to make a more in depth comment on scale and design. Planning Officers should give careful consideration to scale and design when the reserved matters application is submitted.

**Proposed: Cllr Slade    Seconded: Cllr May    unan**

**19/041**

## **7b.    Decisions**

**PA19/07492** | Non Material Amendment in respect of PA16/08049 for a proposed dormer window in lieu of a rooflight on the west elevation. | Penfold House Stewarts Road Week St Mary Holsworthy Cornwall EX22 6XA. APPROVED

**PA19/05484** | Reserved Matters Application following Outline Approval PA16/01197 for Plot 2 and 3 - New Dwellings (Appearance, Landscaping, Layout and Scale) | Land At Stewarts Road Week St Mary Holsworthy Cornwall EX22 6XA. APPROVED

## **8.Portfolio Reports:**

**Public Transport** – nothing to report.

**Community Policing** – nothing to report.

**Playground** – nothing to report.

**Highways, Footpaths & Greens** – The gravel from car park at The Old Orchard Inn is encroaching onto the road and hiding a pothole. Clerk to report the pothole to Cornwall Council. Cllrs also reported several near misses on that stretch of road out of the village due to on street parking. Cllrs will obtain photographic evidence and forward to Nicky Chopak.

**Adult Social Care** – nothing to report.

**BAN** – Cllr Ward will write a letter of objection to the Community Governance Review panel regarding Bude-Stratton Town Council's attempt to take over Poundstock, Marhamchurch, and part of Launcells and Kilkhampton parishes.

**Neighbourhood Plan** – nothing to report.

## **9.    Correspondence**

CALC Newsletter

Community Network Panel – meeting invite 7<sup>th</sup> October

## **10.    Agenda Items**

1.    To **discuss** and **resolve** on Community Benefit and applications received.

None

2.    To **discuss** and **resolve** to approve the Budget 2020/21.

The Clerk will email the draft budget to Cllrs in preparation for discussion next month. The precept will need to be set by December.

3.    To **discuss** playing field fence estimate.

Cllrs were unsure who requested the tender. The Clerk will contact the football club.

4.    To **discuss** and **resolve** to make a decision on the type of Village Gateway improvements sought.

Deferred to the next meeting.

5.    To **discuss** the arrangements for the Remembrance Bench ceremony.

Cllr Ward will arrange for the seat to be put in situ before the 10<sup>th</sup> November. Clerk to extend an invite to Cllr Nicky Chopak.

6. To **discuss** and **resolve** to approve Cornwall Air Ambulance donation under s137  
Deferred to the next meeting.

7. To **discuss** and **resolve** to approve the Parish Hall donation under S137  
Cllrs discussed increasing the donation to £250 a quarter. Clerk to request a financial update from the Parish Hall Committee and invite them to the next meeting.

**Proposed: Cllr May Seconded: Cllr Slade unan 19/042**

8. To **discuss** statutory requirements re Clerks Pension and re-enrolment with TPR.  
Clerk has requested a 3% pension which was agreed by the Cllrs.

**Proposed: Cllr Smith Seconded: Cllr Peters unan 19/043**

## 11. Accounts

### Balances 30<sup>th</sup> September 2019

Current Account	£35,502.88
Reserve Account	£ 0.69
Monmouth BS	£7,584.31

### 11a. To approve Accounts for Payment including:

Clerk	Wages & mileage	Chq 1538	£ 233.52
WSM Methodist Church	Hall Hire	Chq 1539	£156.00
PKF Littlejohn	External Audit	Chq 1540	£240.00
J Sachs	Toilets (£75), Greens (£100)	Chq 1541	£175.00
Parish Hall	Donation	Chq 1542	£250.00

### 11b To note Income

CC Precept £8903.31

**Proposed: Cllr Pearce Seconded: Cllr May unan 19/044**

## 12. Items for November Agenda.

Budget 20-21  
Financial Investment policy review  
Village Gateway Improvements  
Cornwall Air Ambulance donation

**The Meeting closed at 21:15**

**The date of the next Ordinary Meeting will be on Thursday 7<sup>th</sup> November 2019**