

# Week St Mary Parish Council

June 26, 2025

I hereby give notice that an Ordinary Meeting of Week St Mary Parish Council will be held at Week St Mary Chapel School Room on **Thursday, July 3, 2025 at 7.30pm.**

All members of the council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Yours faithfully,

*Suzanne Cleave*

Suzanne Cleave, clerk

Press and public are invited to attend. Meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.

## Agenda

1. **Public question time** (15 minutes allowed for this – on matters on the agenda only)
2. **To receive County Councillor Nicky Chopak's report on matters arising**
3. **To note councillors present**
4. **To receive apologies for absence with reasons**
5. **To receive Declarations of Interest and approve Dispensations**
6. **To approve the minutes of:**  
Ordinary meeting Thursday, June 5, 2025
7. **To receive clerk's report on matters arising**
9. **Planning**  
Any late applications received will be discussed under this section
- 9a. **To discuss and make a consultee comment on application:**  
None.
- 9b. **Decisions**  
None.
- 9c. **Planning - to note**  
PA25/04081 – Works to trees within a Conservation Area – felling of T1 (dead Elm), T2 coppice to ground level (multi stem Sycamore) and T3 reduce in height by half to match height of hedge (Lawson Cypress). The Willows, Week St Mary (as this application is for works to trees in a Conservation area, it will be decided under delegated authority).

PA25/00555/PRE – Advice on complying with conditions 5 and 6 as worded or advice on how it could be varied/modified that decision E1-E722820128166E refers.  
Greenamoor Bungalow, Week St Mary

**CLOSED – ADVICE GIVEN**

- 10. Portfolio Reports:**
- **Playground**
  - **Highways, Footpaths & Greens**
- 11. Correspondence including (all relevant emails forwarded):**  
Cornwall Council Town and Parish Council newsletter; save the date – Ben Maguire meeting in Bude in July; Sustrans St Breward to Camelford cycle trail drop-in events; North Cornwall Community Area Partnership AGM action notes; road closure notification – Week Green to Highmoor (August 8 8.30am to 3.30pm).
- 12. Community Infrastructure Levy and Community Benefit Fund applications**  
None.
- 13. Agenda items**
- 1. Jubilee trees**  
*To discuss the replacement of the Jubilee trees.*
  - 2. Ashbury Grove**  
*To receive an update, if any.*
  - 3. Football club lease**  
*To receive an update, if any.*
  - 4. Play park slide steps**  
*To discuss steps to allow smaller children to access the slide.*
  - 5. Playing field gate key**  
*To discuss having a key safe for the playing field gate key.*
  - 6. Equality, Diversity and Inclusion**  
*To receive report from Cllr Couch on EDI.*
  - 7. Parish council Facebook page**  
*To receive parish council Facebook page mock-up and decide whether to put into action.*
  - 8. Tech drop-in**  
*To further discuss options for this in the village.*
  - 9. Playing field booking guide and form**  
*To discuss.*
  - 10. Fundraising**  
*To further discuss fundraising and community events.*
  - 11. Neighbourhood Watch**  
*To receive further information about re-starting a group in the village.*
  - 12. Citizens Advice letter**  
*To receive local statistics from Citizens Advice and consider a request for funding.*
  - 13. Bin**  
*To look at different bins for the playing field and resolve the purchase of a replacement.*

14. Cornwall Council Street Trading Policy consultation  
*To decide if the parish council wishes to comment.*

15. Village equipment  
*To discuss the mower.*

16. 20mph roll out meeting  
*To receive a report on the meeting.*

17. Documentation uplift  
*To discuss.*

**14. Accounts**

**Balances June 26, 2025**

- Current account £ 5,5158.64
- Reserve account £21,902.25
- Community Benefit Fund £ 4,479.80

**14a. To approve accounts for payment including:**

Suzanne Cochrane – Salary June (inc HMRC PAYE)	As per contract
Cornwall Pension Fund (June)	As per contract
Suzanne Cochrane – mileage	£ 43.20
Jamie Sachs – toilets	£ 120.00
Jamie Sachs – Greens	£ 150.00
EDF Energy – toilets electricity	£ 20.00
Week St Mary Community Shop – toilet supplies	£ 22.32
Carol Slade – hand sanitiser for playing field	£ 12.99
Carol Slade – noticeboard pen	£ 4.07
Duchy Defibrillators – annual monitoring fee	£ 246.00
Stinky Ink – black ink	£ 24.38
Atlantic Signs – signs for playing fields	£ 59.00
CALC – Code of Conduct training (Cllr Fay)	£ 30.00

**14b To note income**

Reserve account interest (June)	£ 19.78
CB Fund interest (June)	£ 4.50

**15. Items for August 7, 2025 meeting (date TBC)**

16. **Exclusion of members of the public and press. To resolve that under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as it involves the likely discussion of confidential information.**

17. **Grass cutting and maintenance**

18. **Clerk's salary review**