

Week St Mary Parish Council

Minutes – Thursday, June 5, 2025

1. **Public question time** (15 minutes allowed for this – on matters on the agenda only)
One member of the public asked about steps to the slide so that smaller ones can get to it. This will be placed on the July agenda.
Another resident said the public participation of a meeting should not be recorded, noting that different privacy rules relate to members of the public. He suggested that the parish council has a policy on filming. The clerk will take advice.
Paddy Fay, on behalf of the football club, said he has not been able to get everybody together to discuss the lease. Hopefully by next month, the proposals will be looked at. He requested access to the power for a youth section end of season function on the playing field. 25/133
2. **To receive County Councillor Nicky Chopak's report on matters arising**
No report. 25/134
3. **To note councillors present**
Cllrs C Slade (chair); S May; T Fay; M Johns; R Shipton; A Willoughby and N Couch.
Also in attendance: S Cleave, clerk, and four members of the public. 25/135
4. **To receive apologies for absence with reasons**
Cllr Richardson – work; Cllr Gubbin – work and Cllr Stephens – work. 25/136
5. **To receive Declarations of Interest and approve Dispensations**
None. 25/137
6. **To approve the minutes of:**
Cllr Couch proposed a number of amendments. The first that he did not agree to be representative for greens.
Proposed: S May Seconded: A Willoughby Votes: Unanimous 25/138
Cllr Couch said after attending the Code of Conduct training, he had changed his mind and did no longer wish to be the football club representative.
Proposed: N Couch Seconded: S May Votes: Unanimous 25/139
Cllr Couch proposed an amendment that he requested to speak about himself when the vote was taken for chair and he was asked not to speak.
Proposed: N Couch Seconded: T Fay Votes: Unanimous 25/140
Cllr Couch requested that it was noted that the defibrillator representatives would be told when they could meet the company to discuss requirements. (The clerk advised this had been noted and minutes are not a verbatim account).
Proposed: S May Seconded: M Johns Votes: Unanimous 25/141

With the four amendments, councillors approved the minutes of the Annual meeting held on Thursday, May 20, 2025.
Proposed: S May Seconded: R Shipton Votes: Unanimous 25/142
7. **To receive clerk's report on matters arising**
The clerk's report was noted. A letter had been received about Parsonage Green, which would be referred on to Cornwall Council. Correspondence had also been received about Westcott Lane, which will also be passed on to county. 25/143
8. **Planning**
Any late applications received will be discussed under this section

- 8a. **To discuss and make a consultee comment on application:**
None. 25/144
- 8b. **Decisions**
None. 25/146
- 8c. **Planning - to note**
None. 25/147
9. **Portfolio Reports:**
- **Playground**
Cllr Shipton has carried out the checks. There is maintenance that needs carrying out. Thanks to Cllr Johns for cleaning the benches and for volunteering to stain them.
Cllr Slade reported that the air ambulance landed on the Monday. Cllr Willoughby asked how people would know where the gate key was. Cllr Slade explained the safety report previously picked up that the gate should be locked, but the council felt that one should be unlocked for the air ambulance etc. It was suggested to write the location of the key on the emergency sheet in the playing fields. Cllr Couch suggested a key lock safe. This would be placed on the July agenda.
Councillors discussed correspondence from a resident who wanted to organise a 'Mini Moon Walk' to raise money for Breast Cancer charities. Councillors had no objections. The clerk will respond and ask them what date they have in mind.
Proposed: S May Seconded: M Johns Votes: Unanimous 25/148
 - **Highways, Footpaths & Greens**
No report. 25/149
10. **Correspondence including (all relevant emails forwarded):**
The following correspondence was noted: Information about the 20mph roll out meeting; North Cornwall CAP meeting information; Cornwall Council Affordable Housing newsletter. 25/150
11. **Community Infrastructure Levy and Community Benefit Fund applications**
None. 25/151
13. **Agenda items**
1. Jubilee trees
Cllr Slade said some trees will need to be replaced. Cllr Shipton said she has some sycamore trees at home. This will be placed on the July agenda. 25/152
 2. Ashbury Grove
The clerk shared the email that Cllr Chopak had sent to Cornwall Council, with their reply. IT will be placed on the July agenda. 25/153
 3. Football club lease
Following the update during the public participation section, this will be placed on the July agenda. 25/154
 4. Media and online communications
Cllr Fay referred to a new government website that says it is good to be open and get people involved. She said people don't do enough together. There could be

opportunities for events such as a cinema night or sports day. Cllr Willoughby mooted the idea of an online calendar. Cllr Fay said there is the magazine and there could also be Facebook links to the website. Cllr Slade extended thanks to David Martin for maintaining the community website. The new parish council website is live and being updated by the clerk. It can include news and upcoming events. Cllr Couch said a Facebook page could contain news and photos and links to the official website. Cllr Willoughby said there are 900 members of the Week St Mary Facebook page, and information sharing is recommended. Lots of information can be shared to communicate things to people on there. Cllr Slade said some posts had previously got out of hand, with people being named and it getting nasty. On Facebook, it should be the message of the council as a whole and now an individual personal view. Cllr Couch said people wanted change and feel that they are not informed. Cllrs Willoughby Fay and Couch would be happy to set up a parish council Facebook page and will bring a mock-up to the July meeting. A working group will be formed of Cllrs Couch, Fay and Willoughby.

Proposed: S May Seconded: T Fay Votes: Unanimous 25/155

5. Communications sub-committee
As above.

25/156

6. Tech support drop-in

Cllr Fay said this was about opening up things for the village. She suggested a regular tech drop-in, help with online forms, printing. She said there is a variation of skills and ages in the village and this could be extended to bread making and things to bring people together. Cllr Slade queried where it would be held, who would run it and who is going to pay for it. She suggested that there could be grants available. Cllr Fay will bring more details to the July meeting.

25/157

7. Fundraising for parish council

Cllr Fay suggested having an ideas/suggestions box. Cllr Willoughby said there could be an online calendar set up so people could see events booked on the playing field. Cllr Slade said any event would need insurance and a risk assessment. Cllr Willoughby said it would be a good idea to have a guide on how to book the playing field. This would be placed on the July agenda.

25/158

8. Neighbourhood Watch

Cllr Couch said a couple of months ago there was a spate of anti-social behaviour. He is looking at the potential to form a Neighbourhood Watch. There used to be one in the village, but it has not been active for many years. He said a couple of people are concerned about Treetops, and the idea of a Neighbourhood Watch makes them feel better. The parish council, he said, could have some input and it would promote the parish council in a good light. He is used to liaising with the police and is happy to reach out to them. This will be placed on the July agenda.

25/159

9. Roles and responsibilities - Equality, diversity, inclusion

Cllr Couch questioned where the council was with EDI (Equality, Diversity and Inclusion). He said there are 900 disabilities. He noted the meeting is held in the chapel school room – is there accessibility notes? Is it on the agenda? Or why not? Going forward, he believes this should be at the forefront. He will come back next month with some ideas.

Proposed: S May Seconded: A Willoughby Votes: Unanimous 25/155

10. Health and safety representative

Cllr Couch asked if there was a health and safety rep, and if proper risk assessment forms are completed. Cllr Slade said there is an annual safety inspection of the

playing fields. A check is carried out by Cllr Shipton and a form filled in. Cllr Couch will have a look at the council risk assessments / safety form and come back with any amendments. Cllr Slade reiterated that the football club is responsible for its risk assessments and insurance. 25/156

11. Grass cutting and maintenance

The advertisement will consist of playing field maintenance; then cutting and strimming of the top playing field and lower area. The advert will be placed in the magazine and on the website. Cllr Slade said she can meet anyone interested at the playing field to give more information. Those applying would need public liability insurance. 25/157

12. AGAR

12.1 The end of financial year finances were agreed and the bank reconciliation signed 25/158

12.2 The Internal Audit was noted. 25/159

12.3 The Annual Governance Statement was reviewed and signed.

Proposed: S May Seconded: M Johns Votes: Four in favour, three abstentions 25/160

12.4 The Accounting Statements were reviewed and signed.

Proposed: S May Seconded: M Johns Votes: Four in favour, three abstentions 25/161

12.5 The Notice of Public Rights was reviewed and agreed. 25/162

12.6 The Conflicts of Interests statement was agreed and signed.

Proposed: S May Seconded: M Johns Votes: Four in favour, three abstentions 25/163

13. Bin and hand sanitiser

Cllr Slade said it would be around £25 to £20 for a new bin. Cllr Couch questioned whether hand sanitiser is a requirement. It was proposed to purchase a new bin for outside the lower football tea room.

Proposed: N Couch Seconded: S May Votes: Unanimous 25/164

14. **Accounts**

Balances May 22, 2025

- Current account £ 8,405.38
- Reserve account £21,882.47
- Community Benefit Fund £ 4,975.30

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

Suzanne Cochrane – Salary May (inc HMRC PAYE and overtime)

As per contract

Cornwall Pension Fund (May)

As per contract

Suzanne Cochrane – mileage

£ 32.40

Jamie Sachs – toilets

£ 120.00

Jamie Sachs – Greens

£ 150.00

EDF Energy – playing field electricity

£ 18.51

14b **To note income**

Reserve account interest (May)

£ 19.78

CB Fund interest (May)

£ 4.50

The payments and accounts were approved.

Proposed: S May Seconded: A Willoughby

**Votes: Four in favour,
three abstentions 25/165**

14. Items for July 3, 2025 meeting

Grass cutting tenders; finances.

The meeting closed at 9.05pm.

DRAFT