

Week St Mary Parish Council

Minutes – Thursday, July 3, 2025

1. **Public question time** (15 minutes allowed for this – on matters on the agenda only)
Cllr Couch said a resident had raised Treetops with him – this will be placed on the August agenda. 25/166
2. **To receive County Councillor Nicky Chopak's report on matters arising**
Cllr Chopak spoke about the recent CAP meeting. She was elected as chair. The group is setting up a transport group as well as the existing well being group. There were discussions around buses and the No 12 bus. Go Cornwall have agreed to review the problems surrounding the recent changes. The transport group is looking at running community buses to hospitals. There is also a Bude park and ride service, which will run in the summer. In Cornwall Council, there has been a change of admin. Car parks will now not be passed to an ANPR charging facility, it is now back in house. The Newquay Airport deal has also been shelved. Cllr Chopak attended a recent meeting regarding the 20mph roll out. All parishes will have a 20mph limit in one form or another. Following questions from councillors, Cllr Chopak will chase up the speed monitor signs for Week St Mary and clinical waste collections. (Cllr Fay agreed to the council's CAP representative). 25/167
3. **To note councillors present**
Cllrs C Slade (chair); I Richardson (vice chair); T Fay; N Couch; S Gubbin and R Shipton. Also in attendance: Cllr Chopak; S Cleave, clerk and one member of the public. 25/168
4. **To receive apologies for absence with reasons**
Cllr May, Cllr Stephens and Cllr Willoughby – work; Cllr Johns – unwell. 25/169
5. **To receive Declarations of Interest and approve Dispensations**
Cllr Fay – Football club item. 25/170
6. **To approve the minutes of:**
Cllr Couch proposed an amendment that it was approved that a Communications working group is formed – comprising of Cllrs Couch, Fay and Willoughby.

Proposed: N Couch	Seconded: T Fay	Votes: Five in favour, one abstention 25/171
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With one proposal councillors approved the minutes of the Ordinary meeting held on Thursday, June 5, 2025.

Proposed: R Shipton	Seconded: C Slade	Votes: Four in favour, two abstentions 25/172
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7. **To receive clerk's report on matters arising**
The clerk's report was noted. Cllr Slade asked that if the clerk is asked to include an agenda item, then some information is also provided. The clerk will also put the councillor's name alongside it. 25/173
8. **Planning**
Any late applications received will be discussed under this section
- 8a. **To discuss and make a consultee comment on application:**
PA25/04234 – Construction of a new dwelling in lieu of Class Q approval. Land South West of Marries Orchard, Marhamchurch.

Councillors raised no objection.

Proposed: S Gubbin Seconded: I Richardson Votes: Unanimous 25/174

8b. Decisions

None.

25/175

8c. 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 25/176**

9. Portfolio Reports:

- **Playground**

Cllr Slade said a playing field working group was help. Repair needs to be done to the fence between the two fields. The hand sanitiser has been filled. The tennis court needs strimming and the new play equipment needs oiling. The tennis net post has been bent. Cllr Slade and Cllr Johns, along with help from a resident, raised the tennis net up, which is ok for the time being. The pen has been purchased for the board. There is a bin near the skate ramp that can be placed at the bottom (Paddy Fay said this would be ok). Cllr Shipton said she had completed the inspection. There were some pot holes on the tennis court. Cllr Gubbin said there were a couple of screws on the skate ramp that needed attention. Cllr Couch said the skate ramp sides has created a ladder effect – this will be looked at for maintenance. **25/177**

- **Highways, Footpaths & Greens**

Cllr Slade said someone hit something in the road by the pub car park. Greenamoor Cross has been reported for strimming. Cllr Couch said there is road subsidence at Week Green Close. These have been reported and marked by Highways for attention. Cllrs Couch and Fay have looked at the roads, which are in a pretty good state. Trees overhanging on Parsonage Green have been reported. **25/178**

10. Correspondence including (all relevant emails forwarded):

The following correspondence was noted: 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). **25/179**

11. Community Infrastructure Levy and Community Benefit Fund applications

None.

25/180

12. Agenda items

1. Jubilee trees

Cllr Slade suggested putting in the magazine if anyone would like to donate any trees. Free trees are also available through the Cornwall Council website – Forest for Cornwall. Anyone wanted to donate is asked to contact Cllr Shipton. **25/181**

2. Ashbury Grove

After being offered the parcel of land with some funds towards its upkeep, Cllr Slade suggested appointing a solicitor. It was proposed to get three quotes and go with the cheapest.

Proposed: S Gubbin Seconded: R Shipton Votes: Unanimous 25/182

3. Football club lease

Paddy Fay asked if the council would agree to a 25-year lease due to the cost of the lease. He also asked if the football club could repay their half over three years. It was proposed to accept these changes and instruct the solicitor.

**Proposed: S Gubbin Seconded: R Shipton Votes: Five in favour, one
Abstention 25/184**

4. Play park slide steps

Cllr Slade said it is possible to add new steps, but could cost in the region of £3,000. Cllr Shipton said she received a few suggestions from TK Play, such as parallel to give more footage; to connect a mini tower to existing equipment or change the steps which would cost around £1,200 to £1,300 to do. Cllr Couch said there was no benefit of moving the steps, but the council could possibly look at a separate smaller slide for toddlers. He said there was nothing for the young, two-to-three-year age range. He suggested the playing field group come up with some options. Cllr Slade will contact TK Play to ask for some recommendations for that age range. 25/185

5. Playing field gate key

Cllr Slade said she met the ambulance staff there recently when they used the field. They said Week St Mary's facilities were one of the best sites. There was talk of having a key at the parish hall, but she was told they would not have time. They said the main problem was with people parking in front of the gates and going off. They only need one side of the gate to be open. Cllr Fay said there was concern recently of there only being two key holders (if they were not at home or not available). Cllr Richardson said there has not been an access issue. The council decided to take no further action. 25/186

6. Equality, Diversity and Inclusion (EDI)

Cllr Couch explained that he does a lot of EDI at work. He proposed that the council adopts a brief EDI statement. He also urged councillors to make a commitment to go online to read some information about EDI. Some areas would include a statement on the minutes, that if anyone has any accessible needs, to contact the parish clerk so we can help; also when talking about the play park. He proposed that the council look online to gather some EDI awareness and he would draft an EDI statement and send to the clerk.

Proposed: N Couch Seconded: C Slade Votes: Unanimous 25/187

7. Parish council Facebook page

Cllr Couch set up a parish council Facebook page, and went live with some local road issues. He said it went live on June 20 and as of today there were 3,230 views. It was suggested by Cllr Gubbin that all councillors have access, with no personal opinions. Cllr Fay said it's a good way to let people know what the parish council does. It was proposed that the clerk will send round a draft social media policy and this will be placed on the next agenda. This will include admin roles and content.

Proposed: S Gubbin Seconded: N Couch Votes: Unanimous 25/188

8. Tech drop-in
Cllr Fay said she would like to use the village hall. Notice would be given to people in the magazine to let them know when the clinics are being held. This will be further discussed in August. 25/189

9. Playing field booking guide and form
This will be deferred to the August meeting.

10. Fundraising
Cllr Couch said NALC hold a course called beyond the precept, looking at alternative income sources (£35 plus VAT). Cllr Slade said she would be willing to attend.
Proposed: T Fay Seconded: N Couch Votes: Unanimous 25/190

11. Neighbourhood Watch
Cllr Couch said he has become a co-ordinator. He said the parish council may want to have an input into this. He has a meeting planned with PC Nina. He felt to have a parish council rep would be good PR. This will become a portfolio report on each agenda – police/Neighbourhood Watch.
Proposed: S Gubbin Seconded: I Richardson Votes: Unanimous 25/191

12. Citizens Advice letter
The correspondence was noted but the parish council does not have funds at present.
Proposed: C Slade Seconded: S Gubbin Votes: Unanimous 25/192

13. Bin
This is on hold while the spare bin is utilised. 25/193

14. Cornwall Council Street Trading Policy consultation
No comment from the parish council. 25/194

15. Village equipment
This will be deferred until August. 25/195

16. 20mph roll out meeting
Cllr Fay gave a report of the meeting she attended and some notes were provided by Cornwall Council. Councillors were happy with proposals. It was also proposed that Cllrs Fay and Richardson be the council's representatives for the scheme.
Proposed: N Couch Seconded: S Gubbin Votes: Unanimous 25/196

17. Documentation uplift
Cllr Couch said he does a lot of policy writing at work. He said there were lots of policies missing – no risk assessment or terms of reference for the roles and responsibilities. Cllr couch would liaise with the clerk and Cllr Slade to look at policies to bring back to a monthly meeting.
Proposed: N Couch Seconded: S Gubbin Votes: Unanimous 25/197

13. **Accounts**
Balances June 26, 2025
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|--------------------------|-------------|
| • Current account | £ 5,5158.64 |
| • Reserve account | £21,902.25 |
| • Community Benefit Fund | £ 4,479.80 |

13a. 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

13b To note income

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

The payments and accounts were approved.

Proposed: R Shipton Seconded: I Richardson Votes: Unanimous 25/198

14. Items for August 7, 2025 meeting

Footpaths; Treetops; Finance.

15. 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.

Councillors voted to go into the closed session.

Proposed: S Gubbin Seconded: I Richardson Votes: Unanimous 25/199

16. Grass cutting and maintenance

It was resolved to accept Harley Friend's quotes for maintenance (in addition to work on Back Lane and Lambley Corner). It was resolved to accept Jamie Sachs' quotes for cutting and strimming.

Proposed: S Gubbin Seconded: I Richardson Votes: Unanimous 25/200

18. Clerk's salary review

It was proposed to move the clerk to the next salary grade with immediate effect. The chair would look into a monthly work from home allowance.

Vote: Unanimous 25/201