

Week St Mary Parish Council

Minutes – Thursday, August 7, 2025

1. **To note councillors present**
Cllrs C Slade (chair); I Richardson (vice chair); M Johns; S May and A Willoughby.
Also in attendance: S Cleave, clerk and one member of the public. 25/202
2. **To receive apologies for absence with reasons**
Cllr Couch – prior engagement; Cllr Shipton – prior engagement; Cllr Gubbin – working and Cllr Fay – family visiting. 25/203
3. **To receive Declarations of Interest and approve Dispensations**
Cllr Slade – PA25/04731 and the Bright Sparks application.
Cllr Johns – Bright Sparks application.
Councillors approved a dispensation to allow Cllr Slade and Cllr Johns to remain and vote on the Bright Sparks application to allow the vote and discussion to be quorate.
Proposed: S May Seconded: Cllr Richardson Votes: Unanimous 25/204
4. **To approve the minutes of:**
The minutes of the July meeting will be voted on at the September meeting (vote not quorate at this meeting). 25/205
5. **Public question time** (15 minutes allowed for this – on matters on the agenda only)
Jeremy Ward gave some further information on the Bright Sparks grant application and on the group's next show. 25/206
6. **To receive County Councillor Nicky Chopak's report on matters arising**
No report. 25/207
7. **To receive clerk's report on matters arising**
The clerk's report was noted. 25/208
8. **Planning**
Any late applications received will be discussed under this section
- 8a. **To discuss and make a consultee comment on application:**
PA25/04731 – The erection of a dwelling and garage without compliance of Conditions 5 and 6 of Decision Notice E/STE/72/28201 dated 11/12/72. Greenamoor Bungalow, Week St Mary.
Councillors objected to the application and the removal of the agricultural tie. It was felt that the tie is applied for a reason and this should remain.
Proposed: S May Seconded: I Richardson Votes: Unanimous 25/209
- 8b. **Decisions**
The following decisions were noted:
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.
DECIDED NOT TO MAKE A TCO (TCA APPS)

PA25/04908 – Prior notification of agricultural or forestry development for a new build shed for storage of agricultural machinery and agricultural farm supplies. Brendon Barton, Boyton
PRIOR APPROVAL NOT REQUIRED (PA/AF/TEL/DEM)

8c. Planning - to note

The following update was noted:

APP/D0840/W/24/3358031 – Development comprising the delivery of a ground mounted solar farm alongside associated infrastructure including distribution substation upgrades with the capacity to deliver approximately 42MW of renewable energy. Land north of Canworthy Water.- to note that the procedure for this appeal has changed from an Informal Hearing to Written Representations. **25/211**

9. Portfolio Reports:

- **Playground**

Cllr Shipton has carried out the checks. Cllr Slade reported a problem with the tennis net. She has put a new padlock on the gate. Cllr Slade attended the recent Revel meeting. The committee require the playing field from September 15/16 to put the marquees up. The clerk will inform the football club. Cllr Slade said the playing field team will mark out the parking area. The church will provide a risk assessment and insurance. **25/212**

- **Highways, Footpaths & Greens**

Cllr Slade reported a blocked drain outside Hillside. She met with Sarah Wickett at the war memorial. Cllr Johns carried out some weeding and Cllr Slade the spraying. Sarah is going to get some memorial cleaner. She has looked into grants, but these are easier to obtain if you are a charity. **25/213**

- **Police / Neighbourhood Watch**

No report.

25/214

10. Correspondence including (all relevant emails forwarded):

The following correspondence was noted: Road closure confirmation (road from Week Green to Highmoor, Week St Mary August 8 8.30am to 3.30pm); Planning News for Local Councils and Agents; Clean Cornwall newsletter. **25/215**

11. Community Infrastructure Levy and Community Benefit Fund applications

Councillors discussed an application from Bright Sparks – to extend stage, guard rails and backdrops. Councillors noted the process with the timings to consider grants, and agreed to vary the process on this occasion due to time restraints of the project. Councillors proposed to grant the £1,000 from the Community Benefit fund.

Proposed: S May Seconded: I Richardson Votes: Unanimous 25/216

Before the agenda items were discussed, Cllr Slade reminded everyone that proposals have to be proposed, seconded and resolved in order for the resolution to happen.

12. Agenda items

1. Footpath project

Cllr Slade said the footpath project was started several years ago, and it would be good to pick it up again. This would extend the path past the tennis courts and to the lower area. The path, in its current form, is not legally wide enough. Cllr Richardson said it was originally looked into for a mobility/access issue. This will be placed on the September agenda. **25/217**

2. Ashbury Grove
Councillors received three solicitor quotes for the transfer of land at Ashbury Grove. Councillors resolved to go with Parnalls.
Proposed: C Slade Seconded: M Johns Votes: Unanimous 25/218
3. Football club lease
The football club lease is in hand with the solicitor. The clerk will report back at a future meeting. **25/219**
4. Play park slide steps
Cllr Slade asked the playing field working group to look at two providers. She suggested a piece going in the magazine to ask people if they would like a smaller slide. Cllr Willoughby the equipment isn't great for kids under four. The clerk will put a piece in the magazine to invite comments. **25/220**
5. Grant for playing field
Cllr Willoughby will look into what grants are available for public areas. **25/221**
6. Treetops
An email was received from Cornwall Council saying it had to be reported to the Health and Safety Executive. Councillors listed a number of concerns that the clerk will pass on.
Proposed: C Slade Seconded: A Willoughby Votes: Unanimous 25/222
7. Civility and Respect Roles and Responsibilities Policy
This will be deferred until the September meeting. **25/223**
8. Tech clinic
Cllr Richardson said he was sceptical about the project and would not want to see it come under the parish council umbrella (GDPR, data privacy, equipment). Cllr Willoughby said the parish council could help initiate the community practice. Cllr Slade said she had spoken with CALC and it would not come under the umbrella of what a parish council does, but such a project would require DBS checks, insurance and risk assessments. The clerk will ask Cllr Fay to look further into it and report back to the council. **25/224**
9. Playing field booking guide and form
Councillors voted to adopt the booking form for playing field events.
Proposed: S May Seconded: I Richardson Votes: Unanimous 25/225
10. Social Media Working Group Terms of Reference / Social Media and Electronic Communication Policy
This will be placed on the September to reach a resolution about the Facebook page and associated papers. **25/226**
11. Government Planning Consultation and Working Papers
Correspondence from Cornwall Council was noted. **25/227**
12. EDI statement
This will be deferred to the September meeting. **25/228**
13. Goscott trees
In a submitted report, Cllr Fay said she had reported the trees and these are scheduled for trimming. **25/229**

14. Assets of Community Value

Councillors discussed the Community Right to Bid information but resolved to not go forward with this at the moment.

Proposed: S May Seconded: M Johns Votes: Unanimous 25/230

15. Local Maintenance Partnership

This was noted by councillors.

25/231

16. Playing field safety sheets

The clerk will ask Cllr Couch for the new sheets.

25/232

17. Village equipment

Cllr Willoughby questioned the need for the parish council to keep the mower that was purchased. It was noted that the mower was purchased for the top and lower field. Cllr Willoughby queried the tender process and said the applicants were asked to quote including using the council mower. Cllr Johns said this was incorrect and the applicant said he was happy to use the council mower. Cllr May said if the applicant is unhappy, to come to the council to discuss.

25/233

18. Bude Park and Ride

Correspondence about the new scheme was noted.

25/234

19. Back Lane, Lambley Corner and parish maintenance

Councillors were told that Harley Friend is no longer to work on Back Lane, Lambley Corner or carry out maintenance. Councillors resolved to ask Jamie Sachs if he would be willing to add this to his schedule. The clerk will double check with the council's insurance provider about cover for ad hoc maintenance.

Proposed: C Slade Seconded: S May Votes: Unanimous 25/235

20. Resignation

Councillors noted the resignation of Cllr Louise Stephens. The clerk will email Louise to thank her for all of her time over the years. The vacancy will be advertised. **25/236**

21. Community Shop

Correspondence from Week St Mary Community Shop was noted. A public meeting will be held at the Parish Hall on September 25. **25/237**

22. Dogs on Beaches consultation

Councillors received correspondence from Cornwall Council regarding the review of existing dog bans on beaches. Councillors proposed no change to the regulations.

Proposed: S May Seconded: A Willoughby Votes: Unanimous 25/238

13. Accounts

Balances July 23, 2025

- Current account £ 3,433.54
- Reserve account £21,922.71
- Community Benefit Fund £ 4,484.09

13a. To approve accounts for payment including:

Suzanne Cochrane – Salary July (inc HMRC PAYE)	As per contract
Cornwall Pension Fund (July)	As per contract
Suzanne Cochrane – mileage	£ 32.40
Jamie Sachs – toilets	£ 120.00
Jamie Sachs – Greens	£ 150.00
Jamie Sachs – playing field	£290.00

Harley Friend – top field and bank maintenance (June)	£119.00
Harley Friend – roadside verge maintenance / Back Lane	£ 60.00
Harkey Friend – outstanding invoice	£136.00
CALC – Code of Conduct (Cllrs Slade, Johns, Couch, Willoughby)	£120.00
ICO subscription renewal	£47.00
EDF Energy – playing fields	£20.63
EDF Energy - toilets	£65.74
Pennon Water – playing fields	£41.02
Carol Slade – protection oil for play equipment	£ 67.56
Carol Slade – padlock	£ 13.78
Booker Farm Services – paper for magazine	£ 186.00
Duchy Defibrillators – spare pads for new defib	£ 84.00
Duchy Defibrillators – installation of defib at parish hall, new battery and annual monitoring fee	£828.00

13b To note income

Reserve account interest (July)	£ 20.46
CB Fund interest (July)	£ 4.39

Councillors approved the payments and accounts.

Proposed: A Willoughby Seconded: M Johns Votes: Unanimous 25/239

14. Items for September 4, 2025 meeting

Finance, risk assessment.

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 resolved to move into the closed session.

Proposed: C Slade Seconded: M Johns Votes: Unanimous 25/240

16. Clerk's work from home allowance

Councillors unanimously resolved to pay the clerk a work from home allowance, starting this month. **25/241**