

# Week St Mary Parish Council

August 27, 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, September 4, 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. **To note councillors present**
2. **To receive apologies for absence with reasons**
3. **To receive Declarations of Interest and approve Dispensations**
4. **To approve the minutes of:**  
Ordinary meeting Thursday, July 3, 2025.
5. **To approve the minutes of:**  
Ordinary meeting Thursday, August 7, 2025
6. **Public question time** (15 minutes allowed for this – on matters on the agenda only)
7. **To receive County Councillor Nicky Chopak's report on matters arising**
8. **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**  
PA25/04234 – Construction of a new dwelling in lieu of Class Q approval. Land south west of Marries Orchard, Marhamchurch. **APPROVED**
- 9c. **Planning - to note**  
None.
10. **Portfolio Reports:**
  - **Playground**
  - **Highways, Footpaths & Greens**
  - **Police / Neighbourhood Watch**

- 11. Correspondence including (all relevant emails forwarded):**  
Cornwall Council Affordable Housing newsletter; Cornwall Council Town and Parish Council newsletter; Clean Cornwall newsletter; road closure – road from Week Green to Higher Langdon and road from Week Green to Highmoor September 22 to September 26, 8am to 5pm).
- 12. Community Infrastructure Levy and Community Benefit Fund applications**  
Week St Mary Parish Council – defibrillator.  
Meet and Eat.
- 13. Agenda items**
  1. Week St Mary Community Shop and Post Office  
*To receive a report from shop committee members ahead of the open meeting later this month.*
  2. Footpath project  
*To further discuss the footpath project.*
  3. Ashbury Grove  
*To receive an update.*
  4. Football club lease  
*To receive an update.*
  5. Play park slide steps and grants  
*To receive an update.*
  6. Civility and Respect Roles and Responsibilities Policy  
*To discuss and adopt.*
  7. Tech clinic  
*To further discuss options for a tech clinic (Cllr Fay).*
  8. Parish Council Facebook page  
*To discuss and to make a resolution on a Facebook page for the parish council.*
  9. Social Media Working Group Terms of Reference / Social Media and Electronic Communication Policy  
*To discuss and adopt.*
  10. EDI statement  
*To discuss and adopt (Cllr Couch).*
  11. Risk assessment  
*To review updated Risk Assessment.*
  12. Enhanced LMP grants  
*To discuss extra funding available for PROWs.*
  13. Playing field safety sheets  
*To discuss updated forms for the playing field safety checks.*
  14. Council vacancy  
*To receive an update on the parish council vacancy,*

**15. Annual Governance and Accountability Return 2024/25**  
*To note the AGAR report.*

**16. Finance**  
*To receive a half yearly finance review.*

**14. Accounts**

**Balances August 27, 2025**

- Current account £ 276.78
- Reserve account £21,942.74
- Community Benefit Fund £ 4,488.19

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

Suzanne Cochrane – Salary August (inc HMRC PAYE and WFH allowance)	As per contract
Cornwall Pension Fund (August)	As per contract
Suzanne Cochrane – mileage	£ 32.40
Jamie Sachs – toilets	£ 120.00
Jamie Sachs – Greens	£ 150.00
Jamie Sachs – playing field	£ 290.00
Jamie Sachs – spraying	£ 500.00
EDF Energy - toilets	£ 65.74
Week St Mary Parish Hall (September payment – PC funds)	£500.00
BDO LLP annual audit	£252.00
Carol Slade – padlock and barrier tape	£TBC

**14b To note income**

Reserve account interest (August)	£ 20.03
CB Fund interest (August)	£ 4.10
WSM Football Club (water March-June)	£ 41.02
WSM Football Club (electric April/May)	£ 17.63
WSM Football Club (electric June/July)	£ 15.17
WSM Football Club (electric May/June)	£ 19.65

**15. Items for October 2, 2025 meeting (date TBC)**