

Week St Mary Parish Council

Minutes – Thursday, September 4, 2025

1. **To note councillors present**
Cllrs C Slade (chair); I Richardson; S Gubbin; S May; M Johns; R Shipton and N Couch. Also in attendance: Cllr N Chopak; S Cleave, clerk and two members of the public. 25/242
2. **To receive apologies for absence with reasons**
Cllr Fay – away; Cllr Willoughby – work. 25/243
3. **To receive Declarations of Interest and approve Dispensations**
None. 25/244
4. **To approve the minutes of:**
Councillors approved the minutes of the Ordinary meeting held on Thursday, July 3, 2025.
Proposed: S Gubbin Seconded: I Richardson Votes: Five in favour, two abstentions 25/245
5. **To approve the minutes of:**
Councillors approved the minutes of the Ordinary meeting held on Thursday, August 7, 2025.
Proposed: M Johns Seconded: S May Votes: Four in favour, three abstentions 25/246
6. **Public question time** (15 minutes allowed for this – on matters on the agenda only)
Jeremy Ward thanked the council for the Community Benefit grant for Bright Sparks. The group has also secured a grant from the Cornwall Community Foundation, and these will allow the project to go ahead. Linda Cobbledick reported that the re-opening of Poor Man's Piece was a success, with around 45 in attendance. It is now open to the public. 25/247
7. **To receive County Councillor Nicky Chopak's report on matters arising**
Cllr Chopak reported that the Launceston Minor Injuries Unit had reopened. She said the task is now to make sure it remains open. There are plans to turn the MIU into an open surgery. Hopefully a new model will be released before Christmas. The last day of the Bude Park and Ride approaches, and organisers are looking for feedback. The Devon and Cornwall Police Crime Commissioner Alison Hernandez will be visiting the area soon, and Cllr Chopak said there are requests for the Launceston police station front desk to be reopened. 25/248
8. **To receive clerk's report on matters arising**
The clerk's report was noted. 25/249
9. **Planning**
Any late applications received will be discussed under this section
- 9a. **To discuss and make a consultee comment on application:**
None. 25/250
- 9b. **Decisions**
The following decision was noted:

PA25/04234 – Construction of a new dwelling in lieu of Class Q approval. Land south west of Marries Orchard, Marhamchurch. **APPROVED 25/251**

9c. Planning - to note

None.

25/252

10. Portfolio Reports:

- **Playground**

Cllr Shipton had carried out the playing field inspection. She noted a few issues – the middle post of the wooden structure was wobbling; the skate ramp needs connecting and some tree posts need replacing. She estimated around seven trees need replacing, and she saw some oak trees for approximately £1.75 at the Holsworthy Show. Councillors resolved for Cllr Shipton to order what was needed.

Proposed: S May Seconded: S Gubbin Votes: Unanimous 25/253

Cllr Slade said the fence still needs repairing. With the Revel coming up, Tommy has cut the top field hedges, and it looks good. Councillors will need to mark out the car parking on Thursday and connect the water pipe for the refreshment tent.

25/254

- **Highways, Footpaths & Greens**

Cllr Richardson gave an update on the speed indicator signs. A tamper proof Alan key is on order and the signs will be put up shortly. The signs require a battery and are not solar powered.

25/255

- **Police / Neighbourhood Watch**

Cllr Couch has applied for the police advocate scheme. He has started receiving police action notices.

25/256

11. Correspondence including (all relevant emails forwarded):

The following correspondence was noted. 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). **25/257**

12. Community Infrastructure Levy and Community Benefit Fund applications

Week St Mary Parish Council – defibrillator.
Meet and Eat.

These applications will be looked at in October.

25/258

13. Agenda items

1. Week St Mary Community Shop and Post Office

Standing Orders were suspended to allow Linda Cobbledick from the community shop to speak. She said around 14 attended the AGM. There are plans to renew the lease. Based on footfall, there will be a restructuring of staffing, reducing it from 33 paid hours to 27, and there will be shorter opening times if needed. In 2017, there were 861 customers a week, now it is 566 a week. Without more volunteers, it can't continue. On February 28 there was a projected loss of £1,666, £1,000 was received from the parish council and £150 from Meet and Eat leaving a net loss of £516. Next year, with the rise in the National Living Wage, there is a projected loss of £2,200. They have turned off one freezer to reduce costs, and a £500 donation was received for repairs and renewals. She asked if the parish council could look at a donation of £1,250 to keep the community shop afloat. Linda said the Post Office doesn't belong to the shop so it makes no difference. She said 99 per cent of the people that use the Post Office do not spend a penny in the shop. She encouraged as many people as

possible to attend the meeting in the parish hall on September 25 at 7pm. Cllr Slade extended thanks to the community shop staff and volunteers for what they do. 25/259

2. Footpath project

Cllr Slade said she would like to pick up the footpath project now. The path is not the correct width for the disabled. It was suggested that the council tarmacs over what it has got and extend to the correct width. The lower area and slip way will also need something. She asked councillors if they come across any grants for outside spaces online to bring back to the table. Councillors resolved that they were happy for the project to continue.

Proposed: S May

Seconded: S Gubbin

Votes: Unanimous 25/260

3. Ashbury Grove

Plans for the transfer of the land are in the hands of a solicitor.

25/261

4. Football club lease

The lease is also in the hands of the council's appointed solicitor.

25/262

5. Play park slide steps and grants

This will be deferred until October.

25/263

6. Civility and Respect Roles and Responsibilities Policy

The policy was adopted by councillors.

Proposed: I Richardson

Seconded: R Shipton

Votes: Unanimous 25/264

7. Tech clinic

This will be deferred until October.

25/265

8. Parish Council Facebook page

Cllr Couch said this is a good way of getting information out. Cllr Gubbin said councillors could have the option to be a page admin or opt out. There was discussion about the terms of reference wording. Cllr Slade said no one councillor should have full authority, and following a conversation with CALC she was concerned about possible legal action occurring. It was proposed to go ahead with the Facebook page and keep it under review.

Proposed: S Gubbin

Seconded: N Couch

Votes: Unanimous 25/266

9. Social Media Working Group Terms of Reference / Social Media and Electronic Communication Policy

Following discussion, the wording will be adapted and circulated, before being added to the October agenda.

25/267

10. EDI statement

The EDI statement was adopted by councillors.

Proposed: S May

Seconded: R Shipton

Votes: Unanimous 25/268

11. Risk assessment

This will be updated and reviewed at the October meeting. Cllr Couch to look at a playing field risk assessment.

25/269

12. Enhanced LMP grants

Councillors discussed possible areas. The clerk will ask Cllr Fay if she can contact Cllr Richardson on her return to discuss a particular area. It will be placed on the October agenda.

25/270

13. Playing field safety sheets
Cllr Couch will have a look at updating the sheets. 25/270

14. Council vacancy
There was no call for an election, so the parish council can now co-opt a new member. This vacancy will be advertised on the website and noticeboard. 25/271

15. Annual Governance and Accountability Return 2024/25
The AGAR final report was noted. 25/272

16. Finance
The clerk prepared a half yearly finance report. This was examined by councillors to see where the council was six months into the year. 25/273

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	£9.99 and £7.99

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

The payments and accounts were approved.

Proposed: S May

Seconded: S Gubbin

Votes: Unanimous 25/274

15. **Items for October 2, 2025 meeting**

Co-option; community shop; playing field risk assessment.

The meeting closed at 8.50pm.