

Week St Mary Parish Council

September 25, 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, October 2, 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, September 4, 2025.
5. **Public question time** (15 minutes allowed for this – on matters on the agenda only)
6. **To receive County Councillor Nicky Chopak's report on matters arising**
7. **To receive clerk's report on matters arising**
8. **Planning**
Any late applications received will be discussed under this section
- 8a. **To discuss and make a consultee comment on application:**
PA25/06088 – Proposed change of use of land to residential use and new garage.
Kilburn, Week St Mary.

PA25/06605 – Full planning application for the erection of three dwellings following Class Q approval. Greenamoor Park, Week St Mary.
- 8b. **Decisions**
None.
- 8c. **Planning - to note**
PA25/4731 Greenamoor Bungalow five-day protocol.
9. **Portfolio Reports:**
 - **Playground**
 - **Highways, Footpaths & Greens**
 - **Police / Neighbourhood Watch**
 - **Facebook / Communications**

- 10. Correspondence including (all relevant emails forwarded):**
Neighbourhood Planning newsletter; Cornwall Council Affordable Housing newsletter; Community Area Partnership meeting notes; CRCC Community Roadshow dates and information; Cornwall Council Town and Parish Council newsletter.
- 11. Community Infrastructure Levy and Community Benefit Fund applications**
 - a. Week St Mary Parish Council – defibrillator
 - b. Meet and Eat
 - c. Coffee Pot
- 12. Agenda items**
 1. Week St Mary Community Shop and Post Office
To discuss the open meeting and funding request.
 2. Play park slide steps and grants
To receive an update.
 3. Tech clinic
To further discuss options for a tech clinic (Cllr Fay).
 4. Social Media Working Group Terms of Reference / Social Media and Electronic Communication Policy
To discuss amended policy and adopt.
 5. Penhallam
To discuss.
 6. Co-option policy
To discuss and adopt.
 7. Enhanced LMP grants
To decide if the council wishes to apply for funding.
 8. Dog fouling
To receive correspondence about dog fouling.
 9. CCTV
To receive information on funding available for CCTV.
 10. Maintenance work
To discuss maintenance work needed at the playing field.
 11. Standing Orders
To review the council's Standing Orders.
 12. Financial Regulations
To review the council's Financial Regulations.
 13. Bank accounts
To consider moving the council bank accounts to Unity Trust.
 14. Co-option
To co-opt a new councillor.

14. Accounts

Balances September 25, 2025

- Current account £10,401.59
- Reserve account £21,961.05
- Community Benefit Fund £ 3,491.88

14a. To approve accounts for payment including:

Suzanne Cochrane – Salary September (inc HMRC PAYE/WFH allowance)	As per contract
Cornwall Pension Fund (September)	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 – Back Lane cut / leaf removal	£ 110.00
Jamie Sachs – Lambley Corner outside verge	£ 66.00
Jamie Sachs – Lambley Corner rough area	£ 88.00
EDF Energy - toilets	£ 65.74
Pennon water – playing fields	£ 23.90
CALC – Code of Conduct training (S May)	£ 30.00
Stinkyink – printer ink	£ 55.78
Week St Mary Churchyard grant	£250.00
Week St Mary Methodist Cemetery	£250.00

14b To note income

Cornwall Council – second half of precent	£12,500
Reserve account interest (September)	£ 18.31
CB Fund interest (September)	£ 3.69

15. Items for November 6, 2025 meeting (date TBC)