

Week St Mary Parish Council

Minutes – Thursday, October 2, 2025

1. **To note councillors present**
Cllrs C Slade (chair); I Richardson (vice chair); M Johns; R Shipton; S May; A Willoughby; T Fay and S Gubbin. Also in attendance: S Cleave, clerk, and eight members of the public. 25/275
2. **To receive apologies for absence with reasons**
Cllr Couch – holiday; Cllr Chopak – unwell. 25/276
3. **To receive Declarations of Interest and approve Dispensations**
Cllr May – planning application PA25/06605; Cllr Slade – planning application PA25/06088; Cllr Fay and Cllr Willoughby – football club. 25/277
4. **To approve the minutes of:**
Councillors approved the minutes of the Ordinary meeting held on Thursday, July 3, 2025.
Proposed: R Shipton Seconded: I Richardson Votes: Unanimous 25/278
5. **Public question time** (15 minutes allowed for this – on matters on the agenda only)
Paddy Fay, on behalf of the football club, asked about grass cutting on the top field. He said the grass is not as short as they would like for a game to be played on. He asked if the football club could cut it at no expense to the council. Cllr Slade said this would be addressed further on in the agenda. 25/279
6. **To receive County Councillor Nicky Chopak's report on matters arising**
No report. 25/280
7. **To receive clerk's report on matters arising**
The clerk's report was noted. Cllr Slade said she had attended chairman's training with CALC. Some points to note – no one councillor can make decisions; policies are guided by CALC and the clerk. The parish council is not a company, but part of local government. The clerk is not to be told what to do by any one councillor. The clerk decides the contents of the agenda. It was also noted that it is poor practice to abstain from a vote, apart from in the case of a previous month's meeting if you were not present. She said Week St Mary councillors are doing a fantastic job. 25/281
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.
Councillors raised no objection to the plans.
Proposed: I Richardson Seconded: T Fay Votes: Unanimous 25/282

PA25/06605 – Full planning application for the erection of three dwellings following Class Q approval. Greenamoor Park, Week St Mary.
Councillors raised no objection to the plans.

Proposed: I Richardson Seconded: A Willoughby Votes: Unanimous 25/283

8b. Decisions

None.

25/284

8c. Planning - to note

The following was noted: PA25/4731 Greenamoor Bungalow five-day protocol – councillors agreed to disagree with the planning officer's recommendation. 25/285

9. Portfolio Reports:

• **Playground**

Cllr Shipton said the hand sanitiser had been broken and there were a few maintenance jobs that needed to be done. Cllr Slade said there had been a spate of things being broken. A safety inspection is imminent. She noted that the benches still need to be removed from the Revel. She offered thanks to councillors who worked hard to help with the Revel. Also to Richard Bolt who levelled the entrance. Cllr Fay asked if the padlock with the code was staying. Cllr Slade said if there is an event the padlock with the code can replace the key lock. Cllr Slade said she had spoken with Jamie about the football club's request to have the grass cut shorter. Jamie was going to talk to the football club and come to an arrangement with them. She noted that whoever cuts the playing field has to have the required insurance. 25/286

• **Highways, Footpaths & Greens**

Cllr Fay has reported some overhanging trees at Goscott. Cornwall Council said the work had been scheduled. An overhanging tree in Week Green was also reported. Highways are doing work to a path where a few people had tripped. Cllr Gubbin raised the issue of vehicles parking around the pub, making it difficult for other vehicles to turn the corner. He said a larger vehicle such as a fire engine could not get through, so it could be a life or death situation. The yellow lines that were painted do not go far enough and people park on them anyway. The clerk will raise the issue again with Highways. With regards to footpaths, Cllr Fay said she will have a look at the broken stile beyond the church. 25/287

• **Police / Neighbourhood Watch**

No report.

25/288

• **Facebook / Communications**

No report.

25/289

10. Correspondence including (all relevant emails forwarded):

The following correspondence was noted: 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. 25/290

11. Community Infrastructure Levy and Community Benefit Fund applications

a. Week St Mary Parish Council – defibrillator

The grant of £965 was approved.

Proposed: S Gubbin Seconded: M Johns Votes: Unanimous 25/291

b. Meet and Eat

A grant of £250 (to be paid directly to the parish hall) was approved.

Proposed: S May Seconded: S Gubbin Votes: Unanimous 25/292

c. Coffee Pot

A grant of £250 (to be paid directly to the parish hall) was approved.

Proposed: S May Seconded: S Gubbin Votes: Unanimous 25/293

12. Agenda items

1. Week St Mary Community Shop and Post Office

The chair suspended Standing Orders to allow Linda Cobbledick to talk about the recent meeting. Linda said 80 people attended the meeting and 10 people have volunteered to be Post Office trained. They have been asked if they will start in the shop. She said the response was better than hoped and there have been more people using the shop. The committee had previously requested £1,250 from the parish council to see them through, and with a reduction in paid hours from February onwards, Linda said she would like to think they would not be in this position next year. It was proposed to pay the £1,250 that was budgeted for the shop.

Proposed: S May Seconded: S Gubbin Votes: Unanimous 25/294

2. Play park slide steps and grants

This will be deferred to the November meeting.

25/295

3. Tech clinic

Cllr Fay said she had explored options to hold it in the church. Cllr Richardson said it had been discussed the previous meeting, and he felt it would be dangerous to run under the umbrella of the parish council.

25/296

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

Councillors voted to adopt the policies.

Proposed: A Willoughby Seconded: Cllr Fay Votes: Unanimous 25/297

5. Penhallam

No comments were made.

25/298

6. Co-option policy

Councillors proposed to adopt the co-option policy.

Proposed: T Fay Seconded: I Richardson Votes: Unanimous 25/299

7. Enhanced LMP grants

This will be looked at by Cllr Fay and will be placed on the November agenda. **25/300**

8. Dog fouling
Councillors received correspondence about dog fouling in the village, with a request to place something in the parish magazine. Councillors agreed to this and it will be placed on Facebook also. 25/301
9. CCTV
It was agreed, in light of recent vandalism, to put an expression of interest form in for the funding.
Proposed: S May Seconded: M Johns Votes: Unanimous 25/302
10. Maintenance work
Jamie Sachs has agreed to carry out some maintenance in the parish, and has the required insurance. Work that needs doing includes the broken fence; skate ramp repairs and tennis court pole. It was agreed to tell Jamie if it is a small job to let the clerk know and get it done, any larger work would need to come back to the council for approval. The clerk will ask him to quote for the fence repairs.
Proposed: S May Seconded: S Gubbin Votes: Unanimous 25/303
11. Standing Orders
Councillors reviewed the council's Standing Orders. The clerk will make the relevant changes, following updates to procurement requirements.
Proposed: S May Seconded: I Richardson Votes: Unanimous 25/304
12. Financial Regulations
Councillors reviewed the council's Financial Regulations, with no changes to be made.
Proposed: S Gubbin Seconded: I Richardson Votes: Unanimous 25/305
13. Bank accounts
Cllr Richardson said he had received a letter regarding the council accounts, and on attempting to contact the bank, the customer service was awful. It was proposed to open accounts with Unity Trust Bank.
Proposed: I Richardson Seconded: S Gubbin Votes: Unanimous 25/306
14. Co-option
Following a paper vote, Jeremy Ward was co-opted onto the council. The acceptance of office document was signed. 25/307
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:**
- | | |
|---|-----------------|
| S 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
Cornwall Council – loan repayment	£975.00
Rachel Shipton – trees	£ 23.60

14b To note income

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

Councillors approved the payments and accounts.

Proposed: M Johns Seconded: R Shipton Votes: Unanimous 25/308

15. Items for November 6, 2025 meeting

Budget.

The meeting closed at 9.10pm.