

Week St Mary Parish Council

Minutes – Thursday, November 6, 2025

1. **To note councillors present**
Cllrs C Slade (chair); I Richardson (vice chair); S May, A Willoughby; R Shipton; S Gubbin; T Fay; J Ward and N Couch. Also in attendance: S Cleave, clerk and one member of public. 25/309
2. **To receive apologies for absence with reasons**
Cllr Chopak – holiday. 25/310
3. **To receive Declarations of Interest and approve Dispensations**
None. 25/311
4. **To approve the minutes of:**
Councillors approved the minutes of the Ordinary meeting held on Thursday, October 2, 2025.
Proposed: S May Seconded: S Gubbin Votes: Eight in favour, one abstention 25/312
5. **Public question time** (15 minutes allowed for this – on matters on the agenda only)
None. 25/313
6. **To receive County Councillor Nicky Chopak’s report on matters arising**
No report. 25/314
7. **To receive clerk’s report on matters arising**
The clerk’s report was noted. 25/315
8. **Planning**
Any late applications received will be discussed under this section
- 8a. **To discuss and make a consultee comment on application:**
None. 25/316
- 8b. **Decisions**
PA25/06088 – Proposed change of use of land to residential use and new garage. Kilburn, Week St Mary. APPROVED 25/317
- 8c. **Planning - to note**
None. 25/318
9. **Portfolio Reports:**
 - **Playground**
The hand sanitiser was recently vandalised, but the working group will replace with a bottle attached by cable ties. The electric meter door has been damaged with someone trying to prise it open. The padlock for the gate will be added to the December agenda. Cllr Shipton has planted all the new trees, bar one, and as put cardboard around them. Thanks were extended to her for her work. A quote has been provided for the maintenance work, including fence repairs. It was decided to put some orange safety netting in place for the winter and look into quotes for fence repairs in the spring.
Proposed: A Willoughby Seconded: S May Votes: Unanimous 25/319

- **Highways, Footpaths & Greens**

Cllr Couch said he was no longer willing to be the representative for Highways (Cllr Fay had previously emailed to say she did not wish to continue as the Highways and Footpaths representative). This position is vacant – any councillor interested, please contact the clerk. The clerk will ask Jamie to look at the footpath behind Parsonage Green to Ashbury Farm. Other issues raised were the stile on the footpath by the church, and the bridge. Cllr Ward said there had been a repair on Parsons Walk, but this has been left in a bad state. The clerk will report to Highways. Cllr Slade raised concern about parking at the top of the village. It was felt to be difficult for vehicles to get around the pub, because of the parking there. It would be difficult for an ambulance or fire engine to get past. The clerk will report again to Highways. Cllr Slade said there was also concern raised about children riding their bikes in the area of the pub and their safety. 25/320

- **Police / Neighbourhood Watch**

No report. 25/321

- **Social media / communications**

The parish council Facebook page is going well, with more followers. 25/322

10. Correspondence including (all relevant emails forwarded):

The following correspondence was noted: Cornwall Council Town and Parish Council newsletter; Road closure intention – Week Green to Highmoor November 21 from 9.30am to 3.30pm; CALC executive board vacancy information; Local Plan sessions information; Cornwall Flood Forum annual conference information. 25/323

11. Community Infrastructure Levy and Community Benefit Fund applications

None. 25/324

12. Agenda items

1. Poundstock Neighbourhood Development Plan

The council did not wish to make a comment. 25/325

2. Park slide steps and grants

Cllr Willoughby has collated some grant funding information and a number of comments to go through. 25/326

3. DMMO - Downrow

No extra comments will be made by the parish council. 25/327

4. Playing field safety sheets

Cllr Couch said he will work on them, along with the playing field risk assessment. This will be placed on the December agenda. 25/328

5. Salt bins

Cllr Richardson reported that there are two bins on the hill, one is one third full. He noted it was resolved in the past to employ someone to carry out a salting of the village, but he felt this was high risk assuming there will only be one cold snap. It was proposed to revert back to keeping the bins full. Details will be finalised at the December meeting.

Proposed: I Richardson Seconded: S May Votes: Unanimous 25/329

6. Budget

It was resolved to set the budget at £29,814.88 with a precept of £27,500. This would include moving from council funds to CB funds the Parish Hall and Community Shop contribution and the defibrillator.

Proposed: J Ward Seconded: S Gubbin Votes: Unanimous 25/330

13. Accounts

Balances October 28, 2025

- Current account £ 7,5,92.00
- Reserve account £21,981.27
- Community Benefit Fund £ 2,030.09

13a. To approve accounts for payment including:

Suzanne Cochrane – Salary Oct (inc HMRC PAYE and WFH allowance)	As per contract
Cornwall Pension Fund (October)	As per contract
Suzanne Cochrane – mileage	£ 43.20
Jamie Sachs – toilets	£ 120.00
Jamie Sachs – Greens	£ 150.00
Jamie Sachs – playing field	£ 290.00
Jamie Sachs – Back Lane	£ 110.00
Jamie Sachs – Lambley Corner (outside verge)	£ 66.00
EDF Energy – toilets	£ 65.74
EDF Energy – electricity playing field	£ 61.77
Cornwall Council – election recharges	£2,117.88
CALC Code of Conduct (Cllr Shipton and Cllr Richardson)	£ 60.00
CALC – chairman training (Cllr Slade)	£ 42.00
Suzanne Cochrane – A4 paper (5 reams)	£ 21.49
Parish council CB grant (approved at October meeting)	£965.00
Meet and Eat CB grant (approved at Oct meeting) – paid to Parish Hall	£250.00
Coffee Pot CB grant (approved at Oct meeting) – paid to Parish Hall	£250.00
WSM Community Shop (as agreed at October meeting)	£1,250.00
Greenaways mower tyre repairs	£ 50.00
Bridgmans mower service	£ 281.28
Remembrance wreath (cheque- Royal British Legion)	£ 25.00

13b To note income

Reserve account interest (October)	£ 20.22
CB Fund interest (October)	£ 3.21
Wayleave payment	£43.21
Wayleave payment	£8.19
CIL payment	£954.48

The payments and accounts were approved.

Proposed: R Shipton Seconded: S Gubbin Votes: Unanimous 25/331

14. Items for December 4, 2025 meeting

The meeting closed at 9.25pm