

Week St Mary Parish Council

November 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, December 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, November 6, 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:**
PA25/07643 – Proposed Outline application for residential development of land for up to five dwellings with all matters reserved. Land at Week Green, Week St Mary.
- 8b. **Decisions**
PA25/06605 – Full planning application for the erection of three dwellings following Class Q approval. Greenamoor Park, Week St Mary **APPROVED**

PA25/08342 – Submission of details to discharge Condition 5 Habitat Management and Monitoring Plan in respect of Decision Notice PA25/08342 dated 24/10/2025. Kilburn, Week St Mary. **S52/S106 and discharge of condition apps**
- 8c. **Planning - to note**
PA25/08417 – Prior notification of agricultural or forestry development for agricultural implement and hay storage shed. Whits End Farm, Marhamchurch.
9. **Portfolio Reports:**
 - **Playground**

- **Highways, Footpaths & Greens**
- **Police / Neighbourhood Watch**
- **Social media / communications**

10. Correspondence including (all relevant emails forwarded):
 North Cornwall Community Area Partnership December meetings information; Cornwall Council Town and Parish Council newsletter; CAP budget focussed discussion meeting (December 8) information; December 19 CAP meeting on housing information; Cornwall Council Affordable Housing newsletter.

11. Community Infrastructure Levy and Community Benefit Fund applications
 None.

12. Agenda items

1. Playing field maintenance
To accept quotes for playing field repairs.
2. Parking at the top of the village
To discuss concerns and resolve to ask Highways for a site meeting.
3. Park slide steps and grants
To receive an update.
4. Playing field fence
To explore different options for the fence.
5. Playing field safety sheets
To receive proposed updated safety sheets from Cllr Couch.
6. Risk assessment
To receive a proposed playing field risk assessment from Cllr Couch.
7. Salt bins
To finalise details discussed at the last meeting.
8. Community Highways Improvement Programme
To receive correspondence and to discuss.
9. Budget
To look at possible budget savings.

13. Accounts

Balances November 27, 2025

- | | |
|---|------------|
| • Current account | £ 9,075.94 |
| • Reserve account (including £954.48 CIL funds) | £22,000.21 |
| • Community Benefit Fund | £ 2,032.51 |

13a. To approve accounts for payment including:

Suzanne Cochrane – Salary Nov (inc HMRC PAYE and WFH allowance)	As per contract
Cornwall Pension Fund (November)	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 – Lambley Corner (inside)	£ 66.00

	EDF Energy – toilets	£ 65.74
	Week St Mary Parish Hall (payment 4/4)	£ 500.00
13b	To note income	
	Reserve account interest (November)	£ 18.94
	CB Fund interest (November)	£ 2.42
14.	Items for January 7, 2026 meeting	