

Week St Mary Parish Council

Minutes – Thursday, December 4, 2025

1. **To note councillors present**
Cllrs C Slade (chair); S May; S Gubbin; T Fay; J Ward; R Shipton and M Johns. Also in attendance: S Cleave, clerk and four members of the public. 25/332
2. **To receive apologies for absence with reasons**
Cllr Richardson (vice chair) – prior arrangement; Cllr Willoughby – work; Cllr Couch – prior arrangement; N Chopak. 25/333
3. **To receive Declarations of Interest and approve Dispensations**
None. 25/334
4. **To approve the minutes of:**
Councillors approved the meeting of the Ordinary meeting held on Thursday, November 6, 2025.
Proposed: S May Seconded: S Gubbin Votes: Unanimous 25/335
5. **Public question time** (15 minutes allowed for this – on matters on the agenda only)
One resident spoke about the parking at the top of the village. She said no fire engine or ambulance would get through; and tractors are unable to get round. Another resident spoke about the planning application, and concern about the access. The lack of infrastructure and primary school was also noted. 25/336
6. **To receive County Councillor Nicky Chopak's report on matters arising**
No report. 25/337
7. **To receive clerk's report on matters arising**
The clerk's report was noted. 25/338
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. Councillors objected to the application on the grounds of highway access; lack of visibility and safety grounds. More parking is needed as to not make the existing parking situation worse. Other developments in the village, namely Ashbury Grove, have shown that two parking spaces per dwelling are not enough.
Proposed: J Ward Seconded: S Gubbin Votes: Unanimous 25/339
- 8b. **Decisions**
The following decisions were noted:
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 25/340

8c. Planning - to note

The following was noted:

PA25/08417 – Prior notification of agricultural or forestry development for agricultural implement and hay storage shed. Whits End Farm, Marhamchurch. **25/341**

9. Portfolio Reports:

- **Playground**

Cllr Shipton has placed cardboard around the trees. Some had been scuffed by the strimmer. **25/342**

- **Highways, Footpaths & Greens**

Thanks were extended to Cllr Shipton for spreading the salt on the hill. Cllr Slade has been keeping the drain clear of leaves at Delabole Head, as well as leaves on the hill and Lambley Corner. **25/343**

- **Police / Neighbourhood Watch**

No report. **25/344**

- **Social media / communications**

No report. **25/345**

10. Correspondence including (all relevant emails forwarded):

The following correspondence was noted: 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. **25/346**

11. Community Infrastructure Levy and Community Benefit Fund applications

None. **25/347**

12. Agenda items

1. Playing field maintenance

Following discussions last month, councillors proposed to ask Jamie Sachs to carry out the maintenance repairs.

Proposed: S May

Seconded: S Gubbin

Votes: Unanimous 25/348

2. Parking at the top of the village

A number of emails were sent to the council highlighting the issues surrounding parking at the top of the village. It was proposed to ask Cornwall Highways to come for a site visit so they can see the problem.

Proposed: S Gubbin

Seconded: M Johns

Votes: Unanimous 25/349

3. Park slide steps and grants

No report. **25/350**

4. Playing field fence

It was decided to source some quotes to replace the fence like for like, and place it on the January agenda. **25/351**

5. Playing field safety sheets

No documents produced. The clerk will sort. **25/352**

6. Risk assessment

The risk assessment will be looked at in January.

25/353

7. Salt bins

The clerk will check with Highways as the bin at the top of the village has not been filled. It was proposed to purchase a pallet of salt, up to the value of £250 (to be stored in the village).

Proposed: S May

Seconded: R Shipton

Votes: Unanimous 25/354

8. Community Highways Improvement Programme

This will be placed on the January agenda.

25/355

9. Budget

Possible budget savings were discussed, mainly around grass cutting. The clerk will liaise with Jamie about the arrangements.

Proposed: S May

Seconded: R Shipton

Votes: Unanimous 25/356

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

Councillors approved the payments and accounts.

Proposed: S Gubbin

Seconded: S May

Votes: Unanimous 25/357

Cllr Slade reminded councillors if they wish for an item to be placed on the agenda, they are asked to send the information to the clerk prior to the meeting, in order for it to be circulated. She urged councillors not to volunteer for a role if they cannot do it.

25/358

14. Items for January 7, 2026 meeting

The meeting closed at 9.10pm.