

Week St Mary Parish Council

Minutes – Wednesday, April 1, 2026

1. **To note councillors present**
Cllrs C Slade (chair); I Richardson (vice chair); S May; S Gubbin; R Shipton and T Fay. Also in attendance: Cllr N Chopak; S Cleave, clerk and three members of the public. 26/69
2. **To receive apologies for absence with reasons**
Cllr Ward – working; Cllr Johns – unwell. 26/70
3. **To receive Declarations of Interest and approve Dispensations**
Cllr Fay – football club lease. 26/71
4. **To approve the minutes of:**
Councillors approved the minutes of the Ordinary meeting held on Thursday, March 5, 2026.
Proposed: S Gubbin Seconded: I Richardson Votes: Unanimous 26/72
5. **Public question time** (15 minutes allowed for this – on matters on the agenda only)
None. 26/73
6. **To receive County Councillor Nicky Chopak’s report on matters arising**
No report from Cllr Chopak, she will speak in the annual parish meeting following this meeting. 26/74
7. **To receive clerk’s report on matters arising**
The clerk’s report was noted. 26/75
8. **Planning**
Any late applications received will be discussed under this section
- 8a. **To discuss and make a consultee comment on application:**
PA26/00522 – Roofing over existing agricultural yard area subject to CSF endorsement. Higher Whiteleigh Farm, Whitstone.
Councillors raised no objection to the application.
Proposed: S Gubbin Seconded: R Shipton Votes: Unanimous 26/76
- 8b. **Decisions**
None. 26/77
- 8c. **Planning - to note**
None. 26/78
9. **Portfolio Reports:**
 - **Playground**
The tennis net has been put up. It has stretched a bit, so the council will need to purchase a new tennis wire.
The fence was discussed. It was clarified that the 125 metres would be replaced (with the additional £18 for the wire).
Proposed: S Gubbin Seconded: I Richardson Votes: Unanimous 26/79

- **Highways, Footpaths & Greens**

The council had been sent information from Cornwall Council on Public Realm Improvement and Re-introduction of Weed Treatment. In this, the council will take back on the removal of weeds in the parish. Councillors proposed to opt into this, and the clerk will let Jamie Sachs know. This will save the parish council money, but it will be kept under review.

Proposed: S May Seconded: S Gubbin Votes: Unanimous 26/80

- **Social media / communications**

The original parish council Facebook page has been saved, so this one will continue without the need to create a new one. 26/81

10. Correspondence including (all relevant emails forwarded):

The following correspondence was noted: North Cornwall Community Area Partnership March 9 meeting action notes; Cornwall Council Town and Parish Council newsletter; Local Plan and Local Councils' Involvement information. 26/82

11. Community Infrastructure Levy and Community Benefit Fund applications

Councillors received a grant application from David Martin towards the village website (which displays the history of the parish council). It was agreed to grant the £172.80.

Proposed: R Shipton Seconded: T Fay Votes: Unanimous 26/83

12. Agenda items

1. Ashbury Grove

This will be deferred to the May meeting. 26/84

2. Football club lease

This will be discussed in a closed session at the end of the meeting. 26/85

3. Venue for meetings

It was proposed to move the parish council meetings to the parish hall from next month.

Proposed: S Gubbin Seconded: S May Votes: Five in favour, one abstention 26/86

4. Co-option

The two vacancies have been advertised. Anyone interested in joining the parish council is asked to contact the clerk in the first instance. 26/87

5. AGAR – internal auditor

It was agreed to appoint Linda Coles as internal auditor for the 2025/26 AGAR.

Proposed: S Gubbin Seconded: S May Votes: Unanimous 26/88

13. Accounts

Balances March 26, 2026

- Current account £ 5,000.85
- Reserve account (including £954.48 CIL funds) £22,068.43
- Community Benefit Fund £ 3,911.18

13a. To approve accounts for payment including:

Suzanne Cochrane – Salary March (inc HMRC PAYE and WFH allowance)	As per contract
Cornwall Pension Fund (March)	As per contract
Suzanne Cochrane – mileage	£ 32.40

Jamie Sachs – playing field repairs	£250.00
Jamie Sachs – toilets	£120.00
Jamie Sachs – grass cutting, mowing, strimming playing field	£290.00
Jamie Sachs – greens	£150.00
Play Inspection Company – playing field inspection	£312.00
CALC – membership subscription 2026/27	£415.17
S Cochrane – postage Treetops recorded letter	£ 9.25
S Cochrane – Land Registry search (playing field)	£ 7.00
David Martin – website grant (CB Fund)	£172.80
Whitstone Parish Council – East Balsdon money (paid in error)	£5,867.68

13b To note income

Reserve account interest (March)	£ 16.07
CB Fund interest (March)	£ 2.70

The payments and accounts were approved.

Proposed: R Shipton Seconded: I Richardson Votes: Unanimous 26/89

14. Exclusion of members of the public and press. To resolve that under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as it involves the likely discussion of confidential information.

Councillors resolved to go into the closed session.

Proposed: S May Seconded: I Richardson Votes: Unanimous 26/90

15. Football club lease

It was agreed to contact the solicitors for advice on draft lease, with a letter to be sent to the previous owners, if required.

Proposed: S May Seconded: S Gubbin Votes: Unanimous 26/91

16. Items for May 7, 2026 meeting

Football lease; zip wire.

The meeting closed at 7.40pm.