

Week St Mary Parish Council

April 28, 2026

I hereby give notice that the Annual Meeting of Week St Mary Parish Council will be held at Week St Mary Parish Hall on **Thursday, May 7, 2026 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

Agenda

1. **Election of chairman** (chair to sign the Declaration of Office)
2. **Election of vice chairman**
3. **To elect committee, working groups and members to outside bodies**
4. **To note councillors present**
5. **To receive apologies for absence with reasons**
6. **To receive Declarations of Interest and approve Dispensations**
7. **To approve the minutes of:**
Ordinary meeting Wednesday, April 1, 2026
8. **Public question time** (15 minutes allowed for this – on matters on the agenda only)
9. **To receive County Councillor Nicky Chopak's report on matters arising**
10. **To receive clerk's report on matters arising**
12. **Planning**
Any late applications received will be discussed under this section
- 12a. **To discuss and make a consultee comment on application:**
PA26/01333 – Full planning application for a new dwelling in lieu of Class Q approval. Barn at Greenacre, Whitstone.
- 12b. **Decisions**
PA26/02072 – Prior notification of agricultural or forestry development for a proposed agricultural chicken shed. Land north west of Week Orchard, Marhamchurch.
PRIOR APPROVAL NOT REQUIRED
- 12c. **Planning - to note**
None.
13. **Portfolio Reports:**
 - **Playground**
 - **Highways, Footpaths & Greens**

- **Social media / communications**

14. Correspondence including (all relevant emails forwarded):

Farm campsite letter; Cornwall Council Town and Parish Council newsletter; information from CALC regarding glyphosate; road closure – Week Green to Higher Langdon May 11 to 15 (24-hour closure); North Cornwall CAP AGM June 8.

15. Community Infrastructure Levy and Community Benefit Fund applications

* None (next round – October)

16. Agenda items

1. Standing Orders
To review council's Standing Orders.
2. Financial Regulations
To review the council's Financial Regulations
3. Ashbury Grove
To receive an update.
4. Football club lease
To receive an update.
5. Playing field inspection
To receive report and decide on any action.
6. Council insurance
To consider quotes for the council's insurance renewal

17. Accounts

Balances April 28, 2026

- Current account £14,444.60
- Reserve account £16,217.80
- Community Benefit Fund £ 3,241.11

17a. To approve accounts for payment including:

Suzanne Cochrane – Salary April (inc HMRC and WFH allowance)	£ as per contract
Cornwall Pension Fund (April)	£ as per contract
Suzanne Cochrane (mileage)	£ 32.40
S Cochrane – recorded postage	£ 9.99
S Cochrane – new financial year stationery	£ 15.60
S Cochrane – shredder (part pay)	£ 10.00
Electricity toilets	£ 65.74
Electricity playing field	£ 17.84
Cornwall Council – loan repayment	£975.00
Sean Johns – playing field water pipe	£100.80
Week St Mary Chapel – room hire April	£ 22.00
Week St Mary Parish Hall – room hire May	£ 14.00

17b To note income

Reserve account interest	£ 17.05
Community Benefit Fund interest	£ 2.73
Cornwall Council – first half of precept	£13,500

18. Items for June 4, 2026 meeting (date TBC)