

Week St Mary Parish Council

Minutes – Annual Meeting Thursday, May 7, 2026

1. **Election of chairman** (chair to sign the Declaration of Office)
Cllr Slade was elected as chair for 2026-27.
Proposed: S May Seconded: S Gubbin Votes: Unanimous
2. **Election of vice chairman**
Cllr Gubbin was elected as vice chair for 2026-27.
Proposed: C Slade Seconded: M Johns Votes: Unanimous
3. **To elect committee, working groups and members to outside bodies**
This will be deferred to the June meeting.
4. **To note councillors present**
Cllrs C Slade (chair); S Gubbin (vice chair); S May; T Fay; M Johns and R Shipton.
Also in attendance: Cllr N Chopak and S Cleave, clerk.
5. **To receive apologies for absence with reasons**
Cllr Richardson – away; Cllr Ward – working.
6. **To receive Declarations of Interest and approve Dispensations**
Cllr May and Cllr Gubbin – PA26/01333 planning application.
7. **To approve the minutes of:**
Councillors approved the minutes of the Ordinary meeting held on Wednesday, April 1, 2026.
Proposed: T Fay Seconded: S Gubbin Votes: Unanimous
8. **Public question time** (15 minutes allowed for this – on matters on the agenda only)
None.
9. **To receive County Councillor Nicky Chopak’s report on matters arising**
Cllr Chopak said there is a debate about what is happening with the beds at Stratton Hospital. There is a conversation around Code of Conduct as some parish councillors have never completed the training. There will be a section on the Code of Conduct at the CAP meeting on June 8. A consultation is being held on mobile libraries. Cllr Chopak gave an update on Launceston College. The CEO has resigned. She has had four meetings since the public meeting in the Town Hall. Ben Maguire is having conversations with the Department of Education Secretary. She noted the 20mph roll out is happening, and should be complete by the end of July.
10. **To receive clerk’s report on matters arising**
The clerk’s report was noted.
11. **Planning**
Any late applications received will be discussed under this section
- 11a. **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.

Councillors raised no objection.

Proposed: T Fay

Seconded: C Slade

**Votes: Four in favour,
two abstentions.**

11b. Decisions

The following decision was noted: 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

Prior notification of agricultural or forestry development for a proposed agricultural chicken shed. Land north west of Week Orchard, Marhamchurch.

PRIOR APPROVAL NOT REQUIRED

PA26/00522 – Roofing over existing agricultural yard area subject to CSF endorsement. Higher Whiteleigh Farm, Whitstone.

APPROVED

11c. Planning - to note

None.

13. Portfolio Reports:

- **Playground**

Cllr Shipton asked for outdoor gym equipment and a zip wire to be placed on the June agenda, and suggested asking people what they would like to see. The playing field will be out of action for the Revel week, beginning September 14. The clerk will inform the football club. The playing field fencing will be started on Sunday.

- **Highways, Footpaths & Greens**

Potholes at Butlers Meadow have been reported. There is a big gully from Tor View towards Guscott. The missing footpath signs at the top of Back Lane have been reported.

- **Social media / communications**

Going well, no report.

14. Correspondence including (all relevant emails forwarded):

The following correspondence was noted: 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

Councillors adopted the 2025 Model Standing Orders.

Proposed: S May

Seconded: S Gubbin

Votes: Unanimous

2. Financial Regulations

Councillors reviewed their Financial Regulations. It was proposed to include that all invoices must be in before the agenda is published.

Proposed: C Slade

Seconded: S May

Votes: Unanimous

3. Ashbury Grove
No update, enquiries ongoing.
4. Football club lease
No update, enquiries ongoing.
5. Playing field inspection
Councillors received the latest report. Repairs to the tennis court and skate ramp have been carried out.
6. Council insurance
Councillors resolved to continue with Clear Councils.
Proposed: M Johns Seconded: S May Votes: Unanimous

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	£ 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
Jamie Sachs – WSM greens	£150.00
Jamie Sachs – playing fields	£290.00
Jamie Sachs – toilets	£120.00
Jamie Sachs – Lambley Corner (outside area)	£ 75.00

17b To note income

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

Councillors approved the accounts and payments

Proposed: R Shipton Seconded: M Johns Votes: Unanimous

18. Items for June 18, 2026 meeting

Zip wire and grants; footpath.

The meeting closed at 8.30pm