

Week St Mary Parish Council

June 10, 2026

I hereby give notice that an Ordinary Meeting of Week St Mary Parish Council will be held at Week St Mary Parish Hall on **Thursday, June 18, 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. **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:**
Annual meeting Thursday, May 7, 2026
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**
12. **Planning**
Any late applications received will be discussed under this section
- 12a. **To discuss and make a consultee comment on application:**
PA26/03009 – Roofing over existing agricultural yard area subject to CSF endorsement. Higher Whiteleigh Farm, Whitstone.

PA26/00001/NDP – Poundstock Neighbourhood Development Plan.
- 12b. **Decisions**
PA26/01333 – Full planning application for a new dwelling in lieu of Class Q approved PA25/00071. Barn at Greenacre, Whitstone. **APPROVED**

PA25/07643 – Outline application for residential development of land for up to five dwellings with all matters reserved except access. Land at Week Green, Week St Mary. **APPROVED**

PA26/00009 – New agricultural entrance. Colbay. Week St Mary. **APPROVED**
- 12c. **Planning - to note**
None.
13. **Portfolio Reports:**

- **Playground**
- **Highways, Footpaths & Greens**
- **Social media / communications**

- 14. Correspondence including (all relevant emails forwarded):**
Cornwall Council Town and Parish Council newsletter; CORMAC summer workshops information; Planning news for local councils and agents; Cornwall Council Notice of Intention to commence the preparation of the Cornwall Local Plan.
- 15. Community Infrastructure Levy and Community Benefit Fund applications**
* None (next round – October)
- 16. Agenda items**
1. Roles and Responsibilities
To elect committee, working groups and members to outside bodies.
 2. Cutting schedule
To review the council's cutting schedules.
 3. Football club lease
To receive an update.
 4. Citizens Advice figures
To receive local figures and request for funding.
 5. Speed indicator signs
To discuss.
 6. Register of interests
To receive information from Cornwall Council.
 7. Public Spaces Protection Order – dogs
To receive information from Cornwall Council and to decide if the council wishes to respond.
 8. CCTV
To discuss possible provision.
 9. Equipment for playing field
To discuss.
 10. Correspondence – Green Hill
To receive correspondence.
 11. AGAR 2025/26
 - a) *The end of financial year finances were agreed and the bank reconciliation was signed*
 - b) *The Internal Audit was noted.*
 - c) *The Annual Governance Statement was reviewed and signed.*
 - d) *The Accounting Statements were reviewed and signed.*
 - e) *The Notice of Public Rights was noted.*
 - f) *The Conflict of Interest with BDO LLP was signed.*
 12. Co-option
To fill the vacancies on the parish council.

17. Accounts

Balances May June 10, 2026

- Current account £11,552.54
- Reserve account £16,240.09
- Community Benefit Fund £ 3,245.57

17a. To approve accounts for payment:

Suzanne Cochrane – Salary May (inc HMRC and WFH allowance)	£ as per contract
Cornwall Pension Fund (May)	£ as per contract
Suzanne Cochrane (mileage)	£ 32.40
Electricity toilets	£ 65.74
Electricity playing field	£ 21.80
Week St Mary Parish Hall – room hire June	£ 14.00
Clear Councils insurance (approved at May meeting)	£1,071.25
Week St Mary Parish Hall (June payment – CB fund)	£500.00
Rural Services – playing field fence	£3,128.20
Jamie Sachs – Grass cutting and greens	£150.00
Jamie Sachs – toilet spring clean	£120.00
Jamie Sachs – toilets	£120.00
Jamie Sachs – grass cutting, strimming of playing fields	£290.00
Jamie Sachs – Lambley Corner (outside roped area)	£75.00
Linda Coles – internal audit	£200.00
Duchy Defibrillators – annual monitoring fee (Parish Hall)	£246.00
Information Commissioners Office – ICO renewal	£47.00
S Cochrane – printer ink	£58.79

17b To note income

Reserve account interest	£ 10.96
Community Benefit Fund interest	£ 2.19

18. Items for July 2, 2026 meeting (date TBC)