

Week St Mary Parish Council

Minutes – Thursday, June 18, 2026

- 1. To note councillors present**
Cllrs C Slade (chair); S Gubbin (vice chair); T Fay; I Richardson; R Shipton; S May; J Ward and M Johns. Also in attendance: Cllr N Chopak; S Cleave, clerk and three members of the public. 26/6/1
- 2. To receive apologies for absence with reasons**
None. 26/6/2
- 3. To receive Declarations of Interest and approve Dispensations**
Cllr Ward – Ashbury Grove; Cllr Fay – football club. 26/6/3
- 4. To approve the minutes of:**
Councillors approved the minutes of the Annual meeting held on Thursday, May 7, 2026.
Proposed: S Gubbin Seconded: T Fay Votes: Six in favour, two abstentions 26/6/4
- 5. Public question time** (15 minutes allowed for this – on matters on the agenda only)
None. 26/6/5
- 6. To receive County Councillor Nicky Chopak's report on matters arising**
Cllr Chopak noted that Leigh Frost, Cornwall Council's Leader, visited the North Cornwall CAP area last week. He has promised he will come to Week St Mary. It was a useful visit and he realises how far the area is from Truro. The CAP meeting was held last week in Camelford. The main agenda item was emergency plans. A housing working group will also be set up. Cllr Chopak said voluntary payments to coastguards will stop in September. This will be raised at a Cornwall Council meeting and Ben Maguire has raised the issue in Parliament. 26/6/6
- 7. To receive clerk's report on matters arising**
The clerk's report was noted. 26/6/7
- 8. Planning**
Any late applications received will be discussed under this section
- 8a. 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.
Councillors raised no objection to the plans.
Proposed: S Gubbin Seconded: S May Votes: Unanimous 26/6/8

PA26/00001/NDP – Poundstock Neighbourhood Development Plan.
Councillors decided not to make a comment.
Proposed: S Gubbin Seconded: C Slade Votes: Unanimous 26/6/9
- 8b. Decisions**
The following decisions were noted:
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**
26/6/10

12c. Planning - to note

None. **26/6/11**

13. Portfolio Reports:

- **Playground**

Thanks were extended to Cllr Ward and helpers – Paul Banks, Sharon Slade, Sasha and her son - for helping with the fence. Thanks also to Tommy Retallick for his support. Rural Services have done a great job with the fence. The tennis net has been looked at. Cllr Slade said she has walked the paths and there have been a few incidents of dog mess on the path. The clerk will put a notice in the magazine to let people know if they cannot pick up after their dogs, then dogs will be banned from the playing field. All proposed events in the park must be booked through the clerk and proof of insurance and risk assessment provided. **26/6/12**

- **Highways, Footpaths & Greens**

Back Lane is due to be cleared. Thanks were extended to Cllr Johns for tending to the planter by Lambley Corner; Dan Cox and family for looking after the planter at the top of the village; Brenda Jennings the planter opposite Broad Close; Jenny and John Parkin for the strimming at Broad Close and Adventure Church for tending to the planter on the village Green. **26/6/13**

- **Social media / communications**

No report.

14. Correspondence including (all relevant emails forwarded):

The following correspondence was noted: 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. **26/6/14**

15. Community Infrastructure Levy and Community Benefit Fund applications

* None (next round – October) **26/6/15**

16. Agenda items

1. Co-option

There were three candidates for the two vacancies on the parish council. Deb Johns and Kim Andrews were co-opted. Thanks to all candidates for showing an interest in joining the parish council. **26/6/16**

2. Roles and Responsibilities

The following were selected: Finance – Cllr Richardson; Highways – all councillors; Primary schools – Cllr Fay and Cllr Shipton; Playing field – Cllr Shipton, Cllr May, Cllr Slade, Cllr Johns and Cllr Johns; Planning – Cllr Richardson; CAP – Cllr Fay and Cllr Andrews; Grants – Cllr Ward, Cllr Fay, Cllr Shipton, Cllr Slade and Cllr Richardson.

Proposed: T Fay Seconded: I Richardson Votes: Unanimous 26/6/17

3. Cutting schedule
Councillors agreed for Lambley Corner to be cut once more in August and then they will decide if it needs cutting over the winter. The clerk will ask Jamie if he can cut around the planter at Lambley Corner when he strims in the playing field.
Proposed: I Richardson Seconded: S May Votes: Unanimous 26/6/18
4. Football club lease
The parish council received an update from Parnalls. The clerk will forward to the football club to arrange a meeting to discuss a couple of options.
Proposed: S May Seconded: S Gubbin Votes: Unanimous 26/6/19
5. Citizens Advice figures
The correspondence and local figures were noted, but councillors decided not to give a donation at this time.
Proposed: S May Seconded: S Gubbin Votes: Unanimous 26/6/20
6. Speed indicator signs
The signs have been moved to the third location. Cllr Richardson said he wrote to Oliver Jones at Cornwall Highways about the quality of the signs, but was told the loan equipment is not as good as if the parish council bought their own new speed indicator signs. Cllr Chopak suggested the parish council collects the speed data and in September or October pass these figures to Oliver, as all data provides evidence. Cllr Richardson will download the data. **26/6/21**
7. Register of interests
Correspondence on Register of Interests was shared with the council. Councillors were asked to download a new form and send back to the council, copying in the clerk. **26/6/22**
8. Public Spaces Protection Order – dogs
Councillors received information from Cornwall Council but decided not to make a comment on the consultation. **26/6/23**
9. CCTV
It was suggested that the playing field working group has a look at possible locations and then a request be made to a couple of companies to visit the village and give some advice. **26/6/24**
10. Equipment for playing field
Cllr Fay said people have asked for a baby slide, which may cost in the region of £2,000. Cllr Slade said in the past there has also been requests for an accessible roundabout. Cllr Ward said the council needs to look at its priorities at the playing fields. The council has already spent a lot on equipment, so maybe the path would be for all ages. This will be placed on next month's agenda. **26/6/25**
11. Correspondence – Green Hill
Correspondence was received regarding Green Hill. The clerk will respond, explaining that the parish council cannot do anything at the moment. **26/6/26**
12. AGAR 2025/26
 - a) The end of financial year finances were agreed and the bank reconciliation was signed **26/6/27.1**
 - b) The Internal Audit was noted. **26/6/27.2**

- c) The Annual Governance Statement was reviewed and signed.
Proposed: S May Seconded: J Ward Votes: Unanimous 26/6/27.3
- d) The Accounting Statements were reviewed and signed.
Proposed: C Slade Seconded: R Shipton Votes: Unanimous 26/6/27.4
- e) The Notice of Public Rights was noted. **26/6/27.5**
- f) The Conflict of Interest with BDO LLP was signed.
Proposed: I Richardson Seconded: C Slade Votes: Unanimous 26/6/27.6

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

Councillors approved the payments and accounts.

Proposed: I Richardson Seconded: R Shipton Votes: Unanimous 26/6/28

18. Items for July 2, 2026

Playing field; clerk's pay review; war memorial; Christmas tree.

The meeting closed at 9.10pm