

# **Week St Mary Parish Council**

## **Minutes – Thursday, August 6**

- 1. To note councillors present**  
Cllrs C Slade (chair); S Gubbin (vice chair); S May; I Richardson; K Andrews; J Ward; D Johns. Also in attendance: S Cleave, clerk.
- 2. To receive apologies for absence with reasons**  
Cllr Shipton – work; Cllr M Johns – prior engagement; Cllr N Chopak.
- 3. To receive Declarations of Interest and approve Dispensations**  
Cllr Ward - ~Ashbury Grove.
- 4. To approve the minutes of:**  
Councillors approved the minutes of the Ordinary meeting held on Thursday, July 2, 2026.  
**Proposed: I Richardson      Seconded: J Ward      Votes: Three in favour, three abstentions**
- 5. Public question time** (15 minutes allowed for this – on matters on the agenda only)  
None.
- 6. To receive County Councillor Nicky Chopak's report on matters arising**  
No report.
- 7. To receive clerk's report on matters arising**  
The clerk's report was noted.
- 8. Planning**  
Any late applications received will be discussed under this section
- 8a. To discuss and make a consultee comment on application:**  
None.
- 8b. Decisions**  
The following decisions were noted:  
PA26/03009 – Roofing over existing agricultural yard area subject to CSF endorsement. Higher Whiteleigh Farm, Whitstone **APPROVED**  
  
PA26/05040 – Prior notification of agricultural or forestry development for hay/machinery storage building. Haywoods, Week St Mary.  
**PRIOR APPROVAL NOT REQUIRED**  
  
PA26/04469 – Prior notification of agricultural or forestry development for tracks are required as upgrade with CSF approval. Brendon Barton. Boyton  
**PRIOR APPROVAL NOT REQUIRED**
- 8c. Planning - to note**  
PA26/04649 – Proposed Lawful Development Certificate (Listed Building) to remove 1970s window due to extensive decay and replace like for like in design using Accoya timber. The College, Week St Mary (Parish councils are not consulted on Lawful Development Certificates).

PA26/05425 – Prior notification of agricultural or forestry development for an agricultural machinery and livestock track. Exeworthy Farm, Week St Mary.

**9. Portfolio Reports:**

- **Playground**

Cllr Slade reported that there were some holes by the new fence. These will be filled with sand. She said some posts were placed in the lower area by Jamie, as people were driving down there. The tennis post that was repaired is cracking. The clerk will ask Jamie if he can have a look. Jamie also said he has several trees he can put in where the young trees were cut off. The clerk will speak with him about this. Cllr Richardson said if cars were accessing the playing field late at night, it would be good to ask the football club to change the code each season. Councillors agreed.

**Proposed: I Richardson      Seconded: K Andrews      Votes: Unanimous**

- **Highways, Footpaths & Greens**

Back Lane has been cleared. Two leaks were found at Lambley Corner, which have been repaired. Cllr M Johns has been around and painted the benches on the green and in the playing field – thanks were extended to her for doing this.

- **Social media / communications**

No report. The clerk will share to the Community group about people picking up after their dogs, as dog mess is rife in the village.

**10. Correspondence including (all relevant emails forwarded):**

The following correspondence was noted: North Cornwall Community Area Partnership meeting information (transport); Cornwall Council Town and Parish Council bulletin – building local benefit through community ownership – community energy; Local council training – housing viability (September 16) and changes to planning committees and protocol (September 23); planning consultation draft validation guide consultation; Cornwall Council affordable housing newsletter; Cornwall Council Town and Parish Council newsletter.

**11. Community Infrastructure Levy and Community Benefit Fund applications**

\* None (next round – October)

**12. Agenda items**

1. Football club lease

The clerk has emailed the chairman, and sent a follow up email, about arranging a meeting, but has not heard back yet.

2. Ashbury Grove

No update.

3. Christmas tree

No update. This will be placed on the September agenda.

4. Toilet supplies

As the clerk purchases supplies for another public toilets, it was resolved that she buys supplies and cleaning products for the toilets at Week St Mary.

**Proposed: I Richardson      Seconded: K Andrews      Votes: Unanimous**

Cllr Richardson had looked into alternative suppliers for electricity at the toilets. The last bill of £56 was made up of £55 worth of standing charges. Octopus charge a £25 unit rate. It was proposed to move over to Octopus.

**Proposed: S Gubbin**

**Seconded: I Richardson**

**Votes: Unanimous**

5. Finance projection

The clerk presented a financial review from April to the end of July. Councillors were reminded to be mindful of extra expenditure. Potential savings were looked at.

6. Noticeboard

It was noted that the noticeboard in the Square is getting a bit rough. This will be looked at when the council discusses the next budget.

7. Bank accounts

Councillors looked at moving to Unity Bank at a cost of £7 per month, or to stay with NatWest who currently offer the service free of charge. It was agreed to leave as it is. The clerk will print a statement each month to be signed.

**Proposed: S Gubbin**

**Seconded: D Johns**

**Votes: Unanimous**

**13. Accounts**

**Balances July 30, 2026**

|                          |            |
|--------------------------|------------|
| • Current account        | £ 3,722.94 |
| • Reserve account        | £16,252.19 |
| • Community Benefit Fund | £ 2,747.83 |

**14a. To approve accounts for payment:**

|                                                             |                   |
|-------------------------------------------------------------|-------------------|
| Suzanne Cochrane – salary July (inc HMRC and WFH allowance) | £ as per contract |
| Cornwall Pension Fund (July)                                | £ as per contract |
| Suzanne Cochrane (mileage)                                  | £ 37.44           |
| Electricity toilets                                         | £ 65.74           |
| Electricity playing field                                   | £ 20.71           |
| Pennon Water – playing field                                | £ 41.16           |
| Week St Mary Parish Hall – room hire August                 | £ 14.00           |
| Jamie Sachs – Grass cutting and greens                      | £ 75.00           |
| Jamie Sachs – toilets                                       | £120.00           |
| Jamie Sachs – grass cutting, strimming of playing fields    | £290.00           |
| Jamie Sachs – Back Lane                                     | £100.00           |
| Lesley Booker – Magazine paper (approved previously)        | £47.45            |

**14b To note income**

|                                 |         |
|---------------------------------|---------|
| Reserve account interest        | £ 12.10 |
| Community Benefit Fund interest | £ 2.26  |

The payments and accounts were approved.

**Proposed: I Richardson**

**Seconded: J Ward**

**Votes: Unanimous**

**15. Items for Monday, September 7, 2026 meeting.**

As above.

The meeting closed at 8.30pm.