

Week St Mary Parish Council

September 2, 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 **Monday, September 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. **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:**
Ordinary meeting Thursday, August 6, 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**
8. **Planning**
Any late applications received will be discussed under this section
- 8a. **To discuss and make a consultee comment on application:**
PA26/05160 – Demolish existing sub-standard lean-to kitchen and replace with new two storey extension. Week Green Cottage, Week St Mary.

PA26/05381 – Full planning application for the erection of 3 dwellings following Class Q Approval with variation of Condition 2 of decision notice PA25/06605 dated 19.11.2025. Greenamoor Park, Week St Mary.
- 8b. **Decisions**
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 **GRANTED**

PA26/05425 – Prior notification of agricultural or forestry development for an agricultural machinery and livestock track. Exeworthy Farm, Week St Mary
PRIOR APPROVAL NOT REQUIRED
- 8c. **Planning - to note**
PA26/05905 – Prior approval for proposed conversion of existing agricultural barn into a single dwelling house. Land north of Penhallym, Week St Mary.

PA26/05943 – Works to trees within a Conservation Area – T1 (Beech) – reduce height. Red Lion House, Week St Mary (as this application is for works to trees in a Conservation Area, it will be decided under delegated authority).

9. Portfolio Reports:

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

10. Correspondence including (all relevant emails forwarded):

Cornwall Council Town and Parish Council newsletter; Planning Committee Reform - New Member and Local Council Protocol update.

11. Community Infrastructure Levy and Community Benefit Fund applications

* None (next round – October)

12. Agenda items

1. Christmas tree
To receive an update.
2. Cornwall Air Ambulance – request for funding
To receive letter.
3. Toilet supplies
To consider the purchase of a fixed toilet dispenser.
4. Downrow update
To receive correspondence from the Planning Inspectorate.
5. NALC National Salary Award
To note the 2026-27 National Salary Award (from April 1, 2026).
6. North Cornwall Community Transport Poll
To complete poll sent from the Community Area Partnership.
7. Footpath queries
To discuss footpath queries.

13. Accounts

Balances September 2, 2026

- | | |
|--------------------------|------------|
| • Current account | £ 1,717.95 |
| • Reserve account | £16,274.52 |
| • Community Benefit Fund | £ 2,751.60 |

14a. To approve accounts for payment:

Suzanne Cochrane – salary August (inc HMRC and WFH allowance)	£ as per contract
Cornwall Pension Fund (August)	£ as per contract
Suzanne Cochrane (mileage)	£ 24.96
Electricity toilets	£ 65.74
Week St Mary Parish Hall – room hire September	£ 14.00
Jamie Sachs – grass cutting and greens	£ 75.00
Jamie Sachs – toilets	£120.00
Jamie Sachs – grass cutting, strimming of playing fields	£190.00
S Cochrane – Bridgman's mower annual service (new	

steering rod and drivebelt)	£365.86
S Cochrane – toilet rolls	£ 6.71
Duchy Defibrillators – Parish Hall annual monitoring fee	£246.00
Booker Farm Services - magazine paper	£ 87.00

14b To note income

Reserve account interest	£ 10.60
Community Benefit Fund interest	£ 1.79

15. Items for October 1, 2026 meeting (date TBC)