

Week St Mary Parish Council

Minutes – Monday, October 1, 2026

- 1. To note councillors present**
Cllrs C Slade (chair); S Gubbin (vice chair); I Richardson; K Andrews; D Johns; M Johns; J Ward and R Shipton. Also in attendance: Cllr N Chopak and S Cleave, clerk.
1/10
- 2. To receive apologies for absence with reasons**
Cllr Fay – away; Cllr May – work.
2/10
- 3. To receive Declarations of Interest and approve Dispensations**
None.
3/10
- 4. To approve the minutes of:**
Councillors approved the minutes of the Ordinary meeting held on Monday, September 7, 2026.
Proposed: J Ward Seconded: R Shipton Votes: Four in favour, four abstentions 4/10
- 5. Public question time** (15 minutes allowed for this – on matters on the agenda only)
None.
5/10
- 6. To receive County Councillor Nicky Chopak's report on matters arising**
Cllr Chopak said there was no date for the re-opening of the maternity services at North Devon District Hospital. She attended a Highways meeting regarding bus and school transport issues. The 20mph signs have been put up in Week St Mary. Anyone with queries is asked to contact her with the details.
6/10
- 7. To receive clerk's report on matters arising**
The clerk's report was noted.
7/10
- 8. Planning**
Any late applications received will be discussed under this section
- 8a. To discuss and make a consultee comment on application:**
PA26/05835 – Proposed incorporation of existing annex as extension to existing dwelling. Hawthorns, Steel Hill House, Stewarts Road, Week St Mary.
Councillors raised no objection to the application.
Proposed: S Gubbin Seconded: D Johns Votes: Unanimous

PA26/06368 – Development comprising the delivery of a ground mounted solar farm alongside associated infrastructure including distribution substation upgrades with the capacity to deliver approximately 42MW of renewable energy with variation of condition 8 of appeal decision no. APP/D0840/W/24/3358031 (Cornwall Council Ref PA23/04306) dated 19/08/2025. Land north of Canworthy Water.
Councillors voted to make no comment on the application.
Proposed: S Gubbin Seconded: I Richardson Votes: Unanimous 8/10
- 8b. Decisions**
None.
9/10
- 8c. Planning - to note**
None.
10/10

9. Portfolio Reports:

- **Playground**

Thanks were extended to councillors who helped with the Revel. Cllr Shipton carried out the playing field inspection. The clerk will ask Jamie to remove the funding board. The issue with the tennis court will be discussed. The water meter at the playing field has been replaced, but the lid does not fit properly. The clerk will ask South West Water. Cllr Slade said the electricity meter has been forced, and has been closed as best as they can. 11/10

- **Highways, Footpaths & Greens**

Cllr Slade said someone had been to look at the footpath outside the Week Green houses and agreed not a very good job was done. It is hoped that this will be redone. 12/10

- **Social media / communications**

No report. 13/10

10. Correspondence including (all relevant emails forwarded):

The following correspondence was noted: Cornwall Council Town and Parish Council newsletter; Royal Cornwall Hospitals Trust public meeting details; road closure – Wax Hill to Clifton Cottages September 15 to 21; Cornwall Council Affordable Housing newsletter; Let's Talk About Cornwall survey. 14/10

11. Community Infrastructure Levy and Community Benefit Fund applications

* Week St Mary Parish Council – defibrillator.

Councillors approved the grant application.

Proposed: S Gubbin

Seconded: C Slade

Votes: Unanimous 15/10

12. Agenda items

1. Christmas tree

Prices of trees were explored. It was agreed that there are existing trees in the Square that could be used. Cllr Chopak said she could pay for some lights out of her Community Chest. It was resolved to put lights on one of the existing trees.

Proposed: I Richardson

Seconded: C Slade

Votes: Unanimous 16/10

2. Grants

Cllr Ward is looking into grants and this will be placed on a future agenda. 17/10

3. Toilets

It was resolved for a plumber to fit a new water heater (approx. cost £130 +VAT for the heater plus fitting). There is also a problem with the urinal. Cllr Chopak said there are grants available through South West Water for toilets. Cllr Ward said he would look into this.

Proposed: S Gubbin

Seconded: C Slade

Votes: Unanimous 18/10

4. AGAR

The council noted the final AGAR report from BDO LLP. 19/10

5. Lambley Corner

Councillors discussed Lambley Corner. It was resolved to ask Jamie to mow the area now (inside and outside – in the most cost-effective way). Councillors will assess the situation in the spring. Cllr Shipton said she would donate some bulbs and plant them near to the wall.

Proposed: I Richardson

Seconded: S Gubbin

Votes: Unanimous 20/10

6. Parking in the village

A number of letters were sent to the council regarding the parking on and around the junction at the Old Orchard Inn. Cllr Chopak said it was a council matter, and encouraged people to take photos of people parking illegally and send them to the police. She said this might encourage a police visit. Councillors appreciated that people have got to park somewhere, but vehicles are finding it difficult to get round the corner. It was resolved for the clerk to write to Highways to make them aware and also the police. A piece will be put in the magazine and on Facebook.

Proposed: C Slade

Seconded: M Johns

Votes: Unanimous 21/10

7. Treetops

Cllr Slade said there have been reports of people on the Treetops site at night. However, police have no record of these reports. Cllr Chopak advised people to contact the police at the time, then they will be able to visit. The clerk will write a piece for the magazine.

22/10

8. Football club lease

Councillors felt that a meeting should be arranged with the football club to confirm plans for the lease and payment. The clerk will ask the football club if two or three of the committee can attend a meeting prior to the next council meeting.

23/10

13. **Accounts**

Balances September 25, 2026

• Current account	£12,880.36
• Reserve account	£16,274.52
• Community Benefit Fund	£ 2,251.60

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

Suzanne Cleave – salary September (inc HMRC and WFH allowance)	£ as per contract
Cornwall Pension Fund (September)	£ as per contract
Suzanne Cleave (mileage)	£ 37.44
Electricity toilets	£ 65.74
Pennon Water – playing field	£28.35
Week St Mary Parish Hall – room hire October	£ 14.00
Jamie Sachs – grass cutting and greens	£ 150.00
Jamie Sachs – toilets	£ 120.00
Jamie Sachs – grass cutting, strimming of playing fields	£ 290.00
Jamie Sachs – repairs to swing in playing field	£ 25.00
S Cleave – toilets spray and hand wash	£ 2.56
S Cleave – floor brush (Amazon)	£11.98
S Cleave – A4 paper	£ 4.90
Direct365 – toilet roll dispenser and one case of paper	£44.02

14b **To note income**

Cornwall Council – second precept payment	£13,500.00
Reserve account interest	£ 10.60
Community Benefit Fund interest	£ 1.79

Councillors approved the payments and accounts.

Proposed: R Shipton

Seconded: D Johns

Votes: Unanimous 24/10

15. **Items for November 5, 2026 meeting**

Budget; Outlaws festival;