

Week St Mary Parish Council

October 24, 2023

I hereby give notice that an Ordinary Meeting of Week St Mary Parish Council will be held at Week St Mary Chapel School Room on **Thursday, November 2, 2023 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. **Chairman**
To elect a new council chairman
2. **Vice chairman**
To elect a new vice chairman
3. **Public question time** (15 minutes allowed for this)
2. **To receive County Councillor Nicky Chopak's report on matters arising**
3. **To note councillors present**
4. **To receive apologies for absence with reasons**
5. **To receive Declarations of Interest and approve Dispensations**
6. **To approve the minutes of:**
Ordinary meeting Thursday, October 5, 2023.
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:**
PA23/05272 – Proposed extension to dwelling. 1 The Square, Week St Mary.
- 8b. **Decisions**
PA23/06771 – Works to trees within Conservation area – pollarding of T1 Goat Willow 5/7 metres from base. Seaview Farm, Week St Mary.
Decided not to make a TPO (TCA apps)

PA23/06984 – Application to determine if prior approval is required for a proposed change of use of agricultural buildings to dwelling houses (use Class C3)
Prior approval not required (AF/TEL/DEM)
- 8c. **Planning - to note**
None.

- 9. Portfolio Reports:**
- **Playground**
 - **Highways, Footpaths & Greens**
- 10. Correspondence including (all relevant emails forwarded):**
Police appeal – missing girl and follow-up; Cornwall Council Local Council Finance briefing slides; Cornwall Council Town and Parish Council newsletter; Community Area Partnership September meeting action plan notes.
- 11. Community Infrastructure Levy and Community Benefit Fund applications**
* None (next round – April)
- 12. Agenda items**
1. Budget
To discuss the 2024/25 budget
 2. Back Lane
To discuss work that needs doing to Back Lane.
 3. Bank accounts
To discuss the council's bank accounts
 4. Bottom part of the playing field
To discuss lower part of the playing field following site meeting
 5. Week St Mary Parish Hall
To receive correspondence from the hall committee and to discuss.
 6. Policies
To ratify the Equality and Health & Safety Policy as circulated
 7. Clerk's wages
To ratify to increase the clerk's salary by one scale point from July 23 (as per contract)
- 14. Accounts**
Balances October 24, 2023
- Current account £14,868.05
 - Reserve account £27,577.26
- 14a. To approve accounts for payment including:**
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|--|----------|
| Suzanne Cochrane – Salary October (inc back pay) | £ 398.60 |
| HMRC (PAYE) October | £ 92.80 |
| Cornwall Pension Fund (October) | £ 90.96 |
| Suzanne Cochrane (mileage) | £ 43.20 |
| Jamie Sachs bills | £ TBC |
| Suzanne Cochrane – toilet sign | £ 3.75 |
| Suzanne Cochrane – plaque for Coronation bench | £ 18.90 |
| Suzanne Cochrane – one ream of paper | £ 4.50 |
| David Martin – website hosting charge | £ 105.10 |
| EDF Energy – electric for toilets | £ 25.00 |
- 14b To note income**
- | | |
|--|-----------|
| Reserve account interest | £ 31.81 |
| East Balsdon Community Benefit money (paid in Error to WSM and not Whitstone PC) | £5,405.43 |
- 15. Items for December 7 meeting**