



Tuesday 1st May 2018

Dear Councillor

You are hereby summoned to attend the Annual Meeting of St Erme Parish Council on **Tuesday 8th May 2018** at the **St Erme Community Centre at 7.30pm**. The press and members of the public are welcome to attend.

Yours faithfully

S Trethewey

Mrs S Trethewey
Clerk to the Council

AGENDA

- 1) Election of Chairman and signing of the 'Declaration of Acceptance of Office'
- 2) To accept apologies
- 3) Election of Vice-Chairman and signing of the 'Declaration of Acceptance of Office'
- 4) **Declarations of Interest in items on the Agenda**
 - a) Councillors to disclose any declarations of interests on any agenda items.
- 6) **Dispensations**
 - a) Member/s to request a Dispensation for an item on the agenda that has just become apparent at this meeting.
- 7) To receive and approve the inventory and asset register of council property and to appoint a controller for 1st April 2018 to 31st March 2019
- 8) To appoint representatives to outside bodies
- 9) **To agree the continuation of the following Sub Committees:**
 - St Erme Emergency Community Plan Committee
 - St Erme Neighbourhood Plan Steering Group

Public Participation (15 minutes)

The public are given 15 minutes to discuss any item on the agenda, after this period the members of the public may stay at the meeting but will not be able to comment or participate.

- 10) To receive and approve the minutes previously circulated for the meeting held on Tuesday 4th April 2018
- 11) Councillors to discuss any matters with Cornwall Councillor if present
- 12) Clerks Update and Report
- 13) **Planning:-**
 - a) To consider any planning applications received up to the date of the meeting:-
 - b) Update on planning issues:
 - Planning enforcement
 - Update on planning issues
 - Update on the Burringtons' development
- 14) **To agree the annual subscriptions for 2018/2019 as follows:**
 - Cornwall Association of Local Councils
 - Society of Local Council Clerks

- St Erme & Trispen Village Voice
- Campaign to Protect Rural England
- Data Protection registration
- Parish On-Line

15) Finance: see Appendix 1

- To receive the financial statement of accounts for the year to date and to approve payments.
- To receive and approve the financial statement and end of year accounts for year ending 31st March 2018
- To receive and discuss the 'Internal Examination of the Council's Procedure's' for year ending 31st March 2018
- To agree and answer each Section of the Annual Governance Statement for year ending 31st March 2018
- To receive, approve and sign the Statement of Accounts for the Audit Returns for year ending 31st March 2018
- To agree a rota to carry out the 'Internal Controls' for the period of 1st April 2018 to 31st March 2019

16) To review and agree the dates of the St Erme Parish Council meetings for 2018/2019

17) Highways:

- To update on Tregassow Lane's flooding issues and drainage scheme/resurfacing.
- To update on the response received from Cormac regarding the flooding at the bottom of Trispen Hill
- To receive a letter from a parishioner regarding visibility from the Truthan View junction and the possibility of double yellow lines
- To receive and respond to the 'Community Networks Highway Scheme' briefing note

18) 'General Data Protection Regulations' (GDPR)

- To update and put in place procedures for the changes to the 'General Data Protection Regulations' (GDPR) and members to sign an up to date GDPR consent form

19) To receive our external play equipment annual inspection reports and address any issues highlighted

20) To receive and respond to Cornwall Council's consultation - 'Minerals Safeguarding Development Plan Document – Schedule of Modifications'

21) Community Benefits Monies:

To update and finalise on the public meeting to be held on 12th May 2018 to launch the consultation options for the Community Benefit moneys and the format of the meeting

22) To discuss and agree on the installation of the new Noticeboard and associated works

23) To receive and agree on quotations for the council's Insurance to commence on 1st June 2018

24) To receive and agree on quotations for Road Sweeping for this financial year

25) To receive and consider renewing the council's mobile phone contract to a 24 month sim only contract at a monthly cost of £11.50.

26) Councillors to report on any meetings attended as representatives:

- St Erme Cricket Club (Cllr Pound)
- St Erme Neighbourhood Plan Steering Group (Cllr Trethewey)
- St Erme Playing Field Trust (Cllr Pound)

27) To agree the date of the next meeting to be held on Tuesday 5th June 2018 at the St Erme Community Centre 7.30pm