



Tuesday 30th April 2019

Dear Councillor

You are hereby summoned to attend the Annual Meeting of St Erme Parish Council on **Tuesday 7th May 2019** 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.
 - 5) **Dispensations**
 - a) Member/s to request a Dispensation for an item on the agenda that has just become apparent at this meeting.
 - 6) To receive and approve the inventory and asset register of council property and to appoint a controller for 1st April 2019 to 31st March 2020
 - 7) To appoint representatives to outside bodies
 - 8) **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.
- 9) To receive and approve the minutes previously circulated for the meeting held on Tuesday 2nd April 2019
 - 10) Councillors to discuss any matters with Cornwall Councillor if present
 - 11) Clerks Update and Report
 - 12) **Highways:**
 - a) To update on Tregassow Lane's flooding issues and drainage scheme
 - b) To update on the CNA Highways Scheme submission for St Erme
 - c) To update on the damaged wall at Eglos Road/Trenceek Close and agree any further action
 - 13) **To update on the 'Public Rights of Way' (PROW's)**
 - a) Damaged bollard footpath 321/12 adjacent to Trispen Stores
 - b) PROW's project to update signage/awareness and the Community Network areas 'SOS' Project

14) Planning:-

- a) To consider any planning applications received up to the date of the meeting:-
 - PA19/02801: Rinsey House, Trispen Hill, Trispen, Truro
Extension and alterations to existing bungalow
- b) Update on planning issues:
 - Planning enforcement
 - Update on planning issues
 - Update on the Burringtons' development

15) To agree the annual subscriptions for 2019/2020 as follows:

- Cornwall Association of Local Councils: £419.52
- Society of Local Council Clerks: tbc
- St Erme & Trispen Village Voice: £200.00
- Data Protection registration: £40.00

16) Finance: see Appendix 1

- a) To receive the financial statement of accounts for the year to date and to approve payments.
- b) To receive and approve payments and direct debits made outside of council meetings for year ending 31st March 2020
- c) To receive and approve the financial statement and end of year accounts for year ending 31st March 2019
- d) To receive and discuss the 'Internal Examination of the Council's Procedure's' for year ending 31st March 2019
- e) To agree and answer each Section of the Annual Governance Statement for year ending 31st March 2019
- f) To receive, approve and sign the Statement of Accounts for the Audit Returns for year ending 31st March 2019
- g) To agree a rota to carry out the 'Internal Controls' for the period of 1st April 2019 to 31st March 2020

17) To review and agree the dates of the St Erme Parish Council meetings for 2019/2020

18) 'General Data Protection Regulations' (GDPR)

- a) To update and carry out the Annual Data Protection Report and review Policy/Privacy policies

19) To consider and agree update the council's Microsoft Office software to Office 365 Business

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

21) To consider and approve the purchase of replacement cradle swings and chains for school playing field

22) To consider a request from St Clement Parish Council regarding a small section of St Erme parish near Pencoose using the road as a natural boundary moving to St Clement parish under the Governance Review of Cornwall 2019

23) To adopt the following revised documents/policies:

- The council's Risk Assessment
- The council's Grant's Policy

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

25) 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)

26) To agree the date of the next meeting to be held on Tuesday 4th June 2019 at the St Erme Community Centre 7.30pm

Following this meeting there will be a meeting of the St Erme Gilbert Keate Charity