



Thursday 13th May 2021

Dear Councillor

You are hereby summoned to attend the Annual meeting of St Erme Parish Council on **Wednesday 19th May 2021** at the **St Erme Community Centre at 7.30pm.**

The press and members of the public are welcome to attend. To make sure we are following the current government guidelines for COVID 19 you will be required to register to attend the meeting. **To register your attendance or to forward any comments, please email the clerk at clerk@stermeparishcouncil.org.uk by 12.00 noon on Wednesday 19th May 2021.**

S Trethewey
Mrs S Trethewey (Clerk to the Council)

AGENDA

- 1) Election of Chairman and signing of the 'Chairman's Declaration of Acceptance of Office.'
- 2) To accept apologies
- 3) Election of Vice-Chairman
- 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 2021 to 31st March 2022 (Appendix 1)
- 7) To appoint representatives to outside bodies (Appendix 2)
- 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 extraordinary meeting held remotely on Tuesday 27th April 2021 via Zoom. (Appendix 3)
- 10) Councillors to discuss any matters with Cornwall Councillor if present
- 11) Clerks update and report (Appendix 4)
- 12) To update on the St Erme Emergency Plan response to COVID 19 and support of the community.

13) Planning: -

a) To consider any planning applications received up to the date of the meeting: -

- **PA21/03324: Parklands Toyota, Carland Cross, Mitchell**
New workshop extension

b) Update on planning issues:

14) To agree the annual subscriptions for 2021/2022 as follows:

- Cornwall Association of Local Councils:
- Society of Local Council Clerks:
- St Erme & Trispen Parish Post:
- Data Protection registration:
- Microsoft Office 365

15) Finance: (Appendix 5)

- a) To receive the financial statement of accounts, including expenditure against budget and to approve payments.
- b) To receive and approve payments and direct debits delegated to the clerk for year ending 31st March 2022.
- c) To agree a rota to carry out the 'Internal Controls' for the period of 1st April 2021 to 31st March 2022.
- d) To receive quotations and agree the renewal of the Council's annual insurance.
- e) To review the council's current bank procedures and approve new signatories for the Bank Accounts.

16) To review and agree the dates of the St Erme Parish Council meetings for 2021/2022 (Appendix 6)

17) To receive further advice from the Cornwall Association of Local Council's regarding the return to physical meetings and agree any changes for the delivery of COVID secure meetings and delegation procedures.

18) To review and update the following documents under the Coronavirus Act 2020

- Supplementary Standing Orders
- Supplementary Financial Regulations

19) To receive an email from the St Erme Playing Field Trust asking for a letter of support for their application to Cornwall Council to release s106 monies for new equipment for Trencreek Park.

20) To discuss and agree to look at holding an 'Open Event' for parish residents and local organisations at the end of July 2021.

21) To receive our external play equipment annual inspection reports and address any issues highlighted (Appendix 7)

22) To receive and adopt the following revised documents/policies:

- The council's Risk Assessment
- The council's Grant's Policy
- Code of Conduct (Appendix 8)

23) To agree the date of the next meeting to be held on Tuesday 1st June 2021 at the St Erme Community Centre 7.30pm

PART 2

Pursuant to section 1(2) of Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the following agenda items.

24) To update, discuss and agree on items regarding the open space at the North of the Burrington development regarding the transfer of land.