



Tuesday 25<sup>th</sup> April 2023

**Dear Councillor**

You are hereby summoned to attend the Annual meeting of St Erme Parish Council on **Tuesday 2<sup>nd</sup> May 2023** at the **St Erme Community Centre at 7.30pm.**

The press and members of the public are welcome to attend.

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 and signing of the 'Vice-Chairman's Declaration of Acceptance of Office.'
- 4) Councillors to disclose any declarations of interests on any agenda items.
- 5) Member/s to request a dispensation for an item on the agenda that has just become apparent at this meeting.
- 6) Jo Harley from Coastline Housing to talk about their proposals for a potential development in St Erme.(15 minutes).

### 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.

- 7) To receive and approve the inventory and asset register of council property and to appoint a controller for 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 (Appendix 1)
- 8) To appoint representatives to outside bodies (Appendix 2)
- 9) To agree the continuation of the Council's Sub Committees and Working Groups: (Appendix 3)
- 10) To receive and approve the minutes previously circulated for the meeting held on Tuesday 4th April 2023. (Appendix 4)
- 11) Councillors to discuss any matters with Cornwall Councillor if present
- 12) Clerks update and report (Appendix 5)
- 13) **Planning: - (Appendix 6)**
  - a) **To consider any planning applications received up to the date of the meeting: -**
    - i) **PA23/02773: Land south on Penhale Cottage, St Erme.**

Application for a lawful development certificate for an existing use of land for stationing of static caravan and occupation for residential purposes, including use of residential curtilage/garage and outbuilding for residential purposes.

**ii) PA23/02410: Land north east of The Bungalow, St Erme.**

Proposals involve replacing an existing caravan to the North East of Poliskeen Farm with a new 3 bedroom bungalow with attached double garage and new site access/driveway and associated landscaping works.

**b) Update on planning issues:**

PA21/06005: Tresithick Barton: REFUSED by Cornwall Council

**14)** To agree the annual subscriptions for 2023/2024. (Appendix 7)

**15) Finance: (Appendix 8)**

- 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 31<sup>st</sup> March 2024.
- c)** To receive and approve the financial statement and end of year accounts for year ending 31<sup>st</sup> March 2023.
- d)** To receive the 'Internal Examination of the Council's Procedure's' for year ending 31<sup>st</sup> March 2023.
- e)** To agree and answer each Section of the Annual Governance Statement for year ending 31<sup>st</sup> March 2023.
- f)** To receive, approve and sign the Statement of Accounts for the Annual Audit Return for year ending 31<sup>st</sup> March 2023.
- g)** To consider and agree on the distribution of grants to parish organisations for 2023/2024 as per the Council's Grant Policy.
- h)** To agree the renewal of the Council's annual insurance for 2023/2024.
- i)** To review the council's current bank procedures for the Bank Accounts.

**16)** To review and agree the dates of the St Erme Parish Council meetings for 2023/2024 (Appendix 9)

**17)** To update on King Charles III Coronation community celebrations.

**18)** To receive and respond to the Cornwall Council Public Spaces Protection Order (Alcohol Consumption in Designated Public Spaces) consultation. (Appendix 10)

**19)** To review and update the following documents (Appendix 11)

- Supplementary Standing Orders
- Supplementary Financial Regulations & Supplementary Financial Regulations.

**20)** To discuss and agree for Vision ICT to carry out maintenance of the Council's website and consider signing up to Google Analytics GA4 (Appendix 12)

**21)** To receive and discuss an email regarding accessibility of the village and issues with drop kerbs and steps which make it difficult for those with disabilities and the less mobile. (Appendix 13)

**22)** To agree the date of the next meeting to be held on Tuesday 6<sup>th</sup> June 2023 at the St Erme Community Centre 7.30pm.

**Following the meeting of the Council there will be a meeting of the Keate Charity Trustees.**