

## SOUTH PETHERWIN PARISH COUNCIL

Dear Chairman and Councillors,

You are requested to attend a meeting of the Parish Council to be held on 17<sup>th</sup> May 2017 in the Village Hall at 7.30pm. The agenda for the meeting is shown below together with any other relevant information. Please advise the Clerk if you are unable to attend.

All Parishioners are invited to attend the Parish Council meeting at 7.30pm. Please note that recording of the meeting by video &/or audio is permitted in accordance with Parish Council policies.



**Alison Barham, Parish Clerk**

Pentreve, South Petherwin PL15 7JA Tel: 01566 772596 Email: [parishcouncil@southpetherwinpc.org](mailto:parishcouncil@southpetherwinpc.org)

### **AGENDA & Briefing Notes for the Meeting of the Parish Council to be held on the 17<sup>th</sup> May 2017 in the Village Hall at 7.30pm.**

- 1 Representations from Public** (15 minutes allowed in total).
- 2 Apologies from the Councillors.**
- 3 Annual General Meeting of South Petherwin Parish Council**
  1. Register of Interests. All Councillors must complete Register of Interests for declaration to Cornwall Council.
  2. To Appoint a Chairman. Appointee to sign Acceptance of Office.
  3. To Appoint a Vice Chairman. Appointee to sign Acceptance of Office.
  4. To Appoint the Responsible Financial Officer.
  5. Appointment of Employment Committee.
  6. Appointment of Highways Working Group.
  7. To Appoint Representatives to Outside Bodies – Village Hall, Launceston Community Network, Community Benefit Trust, others as appropriate.
- 4 Councillors declaration** of interest.
- 5 Minutes of the Council** meeting of the Parish Council meeting of the 12<sup>th</sup> April 2017 to be approved.
- 6 Matters arising** from the minutes not appearing elsewhere on the agenda.
- 7 Planning**

**Applications Received:** None.

**Pre-applications:** None.

**Decisions:**

**PA17/01335** Extension to cattle shed. Papillon, Kennards House. Mr Adrian Finnimore.  
Approved with conditions.

**PA17/00572** Change of use from agricultural land to domestic to extend domestic gardens by 6m.  
East Park Tregadillett. Mr Richard Stevens . Approved.

**PA17/01203** Proposed extension to hall and classrooms. South Petherwin Primary School. Ms T Mills.  
Approved

**Appeals:** None.
- 8 Finance**
  1. Budget review.
  2. External audit for 2016/17: Accounting statement & variances to be approved.
  3. Zurich insurance quote renewal 2017/18 £551.40.

|                        |                             |                    |
|------------------------|-----------------------------|--------------------|
| <b>Bank Statement</b>  |                             |                    |
| <b>Current Account</b> | <b>Balance 1st May 2017</b> | <b>£ 13,925.60</b> |
| <b>Savings Account</b> |                             | <b>£ 1,059.44</b>  |
| <b>Total Balance</b>   |                             | <b>£ 14,985.04</b> |

**Invoices due for payment**

|   |   |        |
|---|---|--------|
| A Peerless cleaning April   | £ | 56.00  |
| Parish Clerk payment<br>(See separate calculation, includes expenses, back pay & holiday pay) | £ | 534.38 |
| CALC membership   | £ | 325.84 |
| Zurich insurance  | £ | 551.40 |

**9 Employment Committee:**

1. Disucss minutes of meeting held on April 12<sup>th</sup> 2017.
2. Parish Clerk vacancy.

**10 Highways & Footpaths Matters:**

1. **SpeedVisor.** Waiting for deployment date.
2. **Daw's House Speed warning sign.** Reported.
3. **Cornwall Council weed spraying.** Received quote for additional spraying in Tregadillett.

**11 Current & ongoing business**

1. **Noticeboards.** Update.
2. **Standing Orders.** Adoption to be discussed.
3. **Public conveniences water leak.** Update on leak allowance.
4. **Toilet sign.**
5. **Election procedures.**
6. **Annual Parish Meeting.**
7. **New flag.**
8. **Request for dog waste bin.**

**12 New business:**

1. **Transparency.**
2. **Planning protocols: adopt?**
3. **Finance regulations.**

**13 County Councillor's Report.**

**14 Correspondence - as attached.**

1. Letter from parishioner with suggestion for encouraging use of dog waste bins.

**15 Urgent items**

**Items of Information**

Next meeting will be on 14<sup>h</sup> June 2017 in the Village Hall.