

# SOUTH PETHERWIN PARISH COUNCIL

Dear Chairman and Councillors,

You are requested to attend a meeting of the Parish Council to be held on 11<sup>th</sup> May 2016 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

## **AGENDA & Briefing Notes for the AGM of the Parish Council to be held on the 11<sup>th</sup> May 2016 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. Councillors to advise Clerk of any changes required to 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 13<sup>th</sup> April 2016 to be approved.
- 6 Matters arising** from the minutes not appearing elsewhere on the agenda.
- 7 Planning**

**Applications Received:**

**PA16/03222 The Caravan 3 Long Park Trebursye.** Reserved Matters application for the construction of dwelling. Details following approval of outline consent PA13/09586 dated 01/10/14. (Revised design to application no. PA15/10696 approved 07/01/16). Mr P Wood

**PA16/03354 Tregellas House Pipers Close Pennygillam Industrial Estate.** Conversion of commercial unit (B1, B2, B8 use) to 2 number commercial units for (B1, B2, B8 use) including parking provision. Move Up Limited.

**Decisions:**

**PA16/01426 Charlie Bears Ltd.** Approved with conditions.

**PA16/02521 Botathan Farm.** Approved with conditions.

**Appeals:** None.
- 8 Employment Committee:** Report from the last meeting held 13<sup>th</sup> April 2016.
- 9 Highways & Footpaths Matters:**
  - 1. Speed of cars on B3254:** speed monitoring equipment in place, data to be forwarded when available.
  - 2. Tiny Meadows footpath:** issue regarding area not being adopted by Cornwall Council. Ongoing.
  - 3. Access out of School Hill on to main road.** Advanced warning signs will be put in place.
- 10 Current & ongoing business**
  - 1. Noticeboards:** update.
  - 2. Standing Orders:** Review is on-going.
  - 3. Transparency Code for smaller authorities:** Additional funding is available if required.

**4. Discontinuation of paper planning applications.** New process underway. Draft procedure statement that could be put on parish website. Equipment to be purchased.

**5. Cornwall Local Plan Strategic Policies.** Examination commencing 16<sup>th</sup> May 2016.

**6. Toilets.** Door damaged in bad weather.

**7. Code of Conduct training.** Update on availability of courses with Cornwall Council.

**11 New business:**

**1. Queen's 90<sup>th</sup> birthday June celebrations.**

**2. Risk Assessment.**

**12 County Councillor's Report.**

**13 Correspondence - as attached.**

**14 Finance**

1. Audit.

2. Budget for 2016/17.

**Bank Statement**

<b>Current Account</b>	<b>Balance 1st May 2016</b>	<b>£ 9,981.72</b>
<b>Savings Account</b>		<b>£ 1,058.91</b>
<b>Total Balance</b>		<b>£11,040.63</b>

**Invoices due for payment**

A Peerless toilet cleaning April £ 56.00

Parish Clerk payment £177.10

(Salary 1 month £144.50. Expenses phone/broadband £20 & mileage £12.60)

CALC subscription £ 313.76

Zurich Insurance £ 537.38

Roger Pyke: updating Parish Website (for Transparency) £ 150.00

South West Water (for toilets) £ 27.02

EDF (for toilets) £ 30.43

**15 Urgent items**

**Items of Information**

Next meeting will be 8<sup>th</sup> June 2016 in the Village Hall.