

SOUTH PETHERWIN PARISH COUNCIL ANNUAL MEETING

Dear Chairman and Councillors,

You are requested to attend the Annual Meeting of the South Petherwin Parish Council to be held on 19th May 2021 in the Methodist Church Hall at 7.00pm which will be followed by the Employment Committee meeting. The agendas for the meetings are shown below, please advise the Clerk if you are not able to attend.

All Parishioners are invited to attend the Annual Meeting of the Parish Council with the following caveats:

- do not attend if you have suffered from any symptoms of COVID-19 in the last 14 days.
- you wear a mask for the duration of the meeting (you can remove your mask to speak).
- you sign the register on entry to the meeting (your details will be destroyed after 21 days).
- you sanitise your hands on entry and exit.
- you follow the one way system as directed by the signs.
- you stay seated throughout the meeting in the seat allocated to you by the Council.
- you inform the Council if you wish to leave the meeting while it is in session to ensure social distancing is maintained.

We also advise you dress warmly as the windows will be open to ensure adequate ventilation. A full risk assessment can be found on the Parish Council pages of the Parish website.

Please note that recording of the meeting is permitted in accordance with Parish Council policies.

RMFrame

Rebecca Frame, Parish Clerk

Email: parishcouncil@southpetherwinpc.org

AGENDA for the virtual meeting to be held on the 19th May 2021 at 7.00pm

- 1. Chairman's opening remarks.**
- 2. Representations from the Public** (15 minutes in total).
- 3. Apologies from Councillors'.**
- 4. Annual General Meeting of South Petherwin Parish Council**
 - Register of Interests. Councillors to advise the Clerk of any changes required to Register of Interests for Declaration to Cornwall Council.
 - To Appoint a Chairman. Appointee to sign Acceptance of Office.
 - To Appoint a Vice Chairman. Appointee to sign Acceptance of Office.
 - To Appoint the Responsible Financial Officer.
 - Appointment of Employment Committee.
 - Appointment of Working Groups.
- 5. Councillors' declaration of interest, gifts and hospitality.**
- 6. Minutes of the Parish Council meeting** 14th April 2021, to be approved.
- 7. Matters arising** from the minutes not appearing elsewhere on the agenda.
- 8. Planning**
 - Applications:
PA21/03667 Certificate of Lawful Development for an existing use namely demolition of the former mobile plant garage constitutes a lawful material start to Planning Permission PA17/04241 dated 21.12.2017. Bangors Quarry Depot, Land South of Bangors Road, Pennygillam Industrial Estate.

b. Pre-applications:

PA21/01172/PREAPP Barn at Trelinnoe South Petherwin PL15 7JT. Pre-application advice for proposed barn conversion. Mrs K Wills.

c. Decisions: None

9. Highways & Footpaths Matters

a. Trelinnoe Gardens/Close footpath adoption.

d. Speeding awareness campaign.

10. Current & ongoing business

a. Toilets.

b. Noticeboards.

c. LMP contract.

d. Waste bin Tregaller Lane.

e. Trecrogo.

11. New business.

a. New Code of Conduct.

b. Revised Standing Orders.

c. FY 21/11 Risk Assessment.

d. NALC Model Financial Regulations.

e. Co-option of Councillors.

12. County Councillor's Report

13. Finance

a. Audit and appointment of auditor.

b. Bank Statement

Actual at 1st May 2021

Current Account £ 16,177.76

Savings Account £ 21,102.66

Total Balance £ 37,280.42

c. Invoices due for payment – to be approved.

Parish Clerk wage and expenses £210.80

Toilet and bus shelter cleaning contract £56.00

Councillor expenses £31.45

Community Heartbeat Trust defibrillator annual support cost £151.20

Toilet Utilities paid to Source for Business (previously SW Water) £29.24

Stationery paid to Complete Business Solutions (£63.82 + £35.90) £99.72

40 x A3 speeding signs paid to Parish Magazine Printing £32.70

d. Credits received

Saving account interest – HSBC £0.18

Cornwall Council (£4000.00 precept plus £52.59 CTS grant) £4,052.59

14. Correspondence

a. FOI request.

15. Urgent items

The next meeting tbc.

**Employment Committee meeting to be held on the 19th May 2021
in the Methodist Church Hall after the Annual Parish Council Meeting.**

Employment – this item will be held in Part 2 (confidential). Press and public excluded.