

## 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 1<sup>st</sup> June 2021 in the Village 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 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 meeting of South Petherwin Parish to be held on the 1<sup>st</sup> June 2021 at 7.00pm in the Village Hall**

- 1. Chairman's opening remarks.**
- 2. Representations from the Public** (15 minutes in total).
- 3. Apologies from Councillors'.**
- 4. Co-option of Councillors.**
- 5. Councillors' declaration of interest.**
- 6. Minutes of the Parish Council meeting 19<sup>th</sup> May 2021, to be approved.**
- 7. Matters arising** from the minutes not appearing elsewhere on the agenda.
- 8. Planning**
  - a. Applications: None
  - b. Pre-applications:  
**PA21/01343/PREAPP** Pre-application advice for proposed works to a listed building and holiday/respite accommodation. Historic Environment consultation advice with unaccompanied site visit requested. West Tregillis, South Petherwin PL15 7LL. Peredur Trust.
  - 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.

- 11. New business.**
  - a. New Code of Conduct.
  - b. Revised Standing Orders.
  - c. FY 21/11 Risk Assessment.
  - d. NALC Model Financial Regulations.
  - e. Employment Committee recommendations.

**12. County Councillor's Report**

**13. Finance**

a.	Bank reconciliation Q4 – EOY accounts.	
b.	Audit.	
c.	Bank Statement	Estimate at 1 <sup>st</sup> June 2021
	Current Account	£ 15,566.65
	Savings Account	<u>£ 21,102.84</u>
	Total Balance	£ 36,669.49
d.	Invoices due for payment – to be approved.	
	Parish Clerk wage and expenses	£212.12
	Toilet and bus shelter cleaning contract	£56.00
	LMP advert (payable to Tindle Newspapers £123.00 + £36.00)	£159.00
	Noticeboard repair and hand towel dispenser fitting - Kemp's Home and Garden	
	Maintenance (payable to Matthew Kemp)	£80.00
e.	Credits received	
	Saving account interest – HSBC (estimate)	£0.18

**14. Correspondence**

**15. Urgent items**

The next meeting will be held on 15<sup>th</sup> July at 7pm in the Village Hall.

**Employment Committee meeting to be held on the 1<sup>st</sup> June 2021  
in the Village Hall after the Parish Council Meeting.**

1. Part one. Update from employment committee meeting 19<sup>th</sup> May 2021.
2. Part two (if required). Confidential, press and public excluded. Further discussion.