

ST EWE PARISH COUNCIL

Chair of the Parish Council: Cllr Will Richards

Trudgian Farm, St Ewe, St Austell PL26 6EU | 01726 843 397

Clerk to the Council: Mrs C Wilson, Lower Burlorne Tregoose, Washaway, Bodmin PL30 3AJ

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NOTICE

**The ANNUAL MEETING OF ST EWE PARISH COUNCIL,
followed by the ORDINARY MEETING,
will be held MONDAY 13 MAY 2024 at St Ewe Village Hall
immediately after the Annual Parish Meeting starting at 7pm.**

MEMBERS OF THE PUBLIC ARE CORDIALLY INVITED TO ATTEND.

PUBLIC SESSION.

Time is allocated during the Public Session for members of the public to comment on any of the items detailed in the agenda below or to bring any relevant matter(s) to the attention of St Ewe Parish Council. Contributions may be limited to 5 minutes on each subject.

CLERK'S NOTES

Are posted on the website with the agenda under Parish Council > Meetings, Agendas & Minutes.

AGENDA – Annual Meeting of the Parish Council

MEMBERS OF ST EWE PARISH COUNCIL ARE HEREBY SUMMONED TO TRANSACT THE FOLLOWING BUSINESS:

- 24/1 **Election** of the Chairman and Declaration of Acceptance of Office
- 24/2 **Election** of the Vice-chairman and Declaration of Acceptance of Office
- 24/3 **Apologies for absence**
- 24/4 **Declarations of interest, etc.**
 - a) Declarations re agenda items.
 - b) Requests for dispensation.
- 24/5 **Appointments**
 - a) To appoint the Responsible Financial Officer (RFO)
 - b) To appoint the Internal Control Check
 - c) To appoint the Lead Councillor — Footpaths & Bridleways
 - d) To appoint two Lead Councillors — Defibrillator
 - e) To appoint the Council's representative — Village Hall
 - f) To appoint the Council's representative — St Ewe Climate Action Group (SECAG)
 - g) To appoint the Council's representative — Cornwall Association of Local Councils (CALC)
 - h) To appoint the Council's representative — St Ewe Affordable Housing Ltd (SE AHL)

- i) To appoint the Council's representative — Cornwall South CAP (Community Area Partnership)
 - j) To appoint the Council's representative — Cornwall & Devon Police Advocate Scheme
 - k) To appoint the Employment Committee
 - l) To confirm the trustees for the St Ewe Relief in Need charity 2022-26, which are Cllr Peter Cox, John Collins, Martin Wheeley.
 - m) To confirm the bank signatories, which are the Clerk, Cllr Will Richards, Cllr John Dickinson and Cllr Janet Lockyer.
 - n) To confirm the councillors responsible for the St Ewe, Polmassick and Kestle notice boards.
- 24/6 To approve the dates 2024/25 for meetings held in St Ewe Village Hall at 7.00 pm.**
- a) 2024/25 Ordinary meetings at 7.00 pm on: 8Jul, 9 Sep, 11 Nov, 13 Jan, 10 Mar, 12 May
 - b) The next Annual Meeting of the Parish Council: 12 May 2025

In continuation:

AGENDA — Ordinary Meeting

MEMBERS OF ST EWE PARISH COUNCIL ARE HEREBY SUMMONED TO TRANSACT THE FOLLOWING BUSINESS:

- 24/7 Declarations of interest, etc.**
- a) Declarations re agenda items.
 - b) Requests for dispensation.
- 24/8 Public Session**
- 24/9 Meetings and governance**
- a) To approve and sign the minutes of the ordinary meeting held 11 March 2024.
- 24/10 Reports**
- a) Report on actions.
 - b) Devon & Cornwall Police Notices
 - c) Cornwall Councillor report to the Parish including update on CAP & Cormac.
- 24/11 Considerations**
- a) To consider any action required after the Annual Parish Meeting held earlier in the evening.
 - b) To report and agree to a National Grid transformer upgrade and repositioning opposite the Village Hall.
 - c) SECAG (Climate Action Group) update and any action required.
- 24/12 Year-end Accounts**
- a) 2023/24 YEAR-END FINANCIAL DOCUMENTS. To review the YE documents, including the AGAR Section 2 Accounting Statements, prepared by the Clerk as Responsible Financial Officer and to answer any questions.
 - b) RESERVES. To approve the allocation of reserves for the beginning of the 2024/25 fiscal year.
 - c) TRANSPARENCY CODE. To confirm the council's adherence to the *Transparency Code for Smaller Councils* which ensures that key council documents are publicly available on the council's website.
 - d) WEBSITE. To approve the documents for posting on the website: The 2023/24 Financial Report, 2023/24 CIL Report, 2023/24 List of Payments and 2023/24 Budget v Payments Pie Chart.
 - e) INTERNAL AUDITOR'S REPORT. To receive and note the internal auditor's report and consider any action needed.

- f) AGAR (Section 1) ANNUAL GOVERNANCE STATEMENT. To answer and approve the Annual Governance Statement.
- g) AGAR (Section 2) ACCOUNTING STATEMENTS. To approve the Accounting Statements, to approve the Bank Reconciliation, the Explanation of Variances Box 6 and the Explanation of Reserves for the 2023/24 fiscal year.
- h) AGAR CERTIFICATE OF EXEMPTION. To approve the Certificate of Exemption which, in accordance with Section 9 of the Local Audit (Smaller Authorities) Regulations 2015, exempts the council from a 'limited assurance' review, at a savings of £210. All required AGAR documents will be made available to the public on the council's website.
- i) PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS. To confirm the dates for the period for the exercise of public rights as set by the Clerk: Tuesday 18 June 2024 until Monday 29 July 2024 inclusive. Notice will be posted on the noticeboards and the website at *Council Accounts*.
- j) SIGNATURES. For the Chairman to sign the AGAR Section 1 and Section 2 and the Cert. of Exemption, duly countersigned by the Clerk.

24/13 Finance

- a) To consider and approve a grant for the maintenance of All Saints churchyard.
- b) To consider and approve a grant for the publication of Tower & Spire.
- c) To consider and approve a grant for the Village Hall maintenance.
- d) To consider and approve a grant for a revised/renewed Village Hall heating system.
- e) To consider a grant for St Gorran Pre-school.
- f) To approve the yearly subscription to Cornwall Assoc of Local Councils at £279.86 + VAT.
- g) To approve the renewal of the insurance for 1st June. It is the third year of a 3-year long-term agreement at £410.20.
- h) To consider funding Emergency First Aid training, 12 attendees, 6 hours, £420. First Aid Trainer who carried out the training last time is willing to provide the training again.
- i) To authorise payments. (detailed in Clerk's Notes)

24/14 Planning

- a) Of note. (Planning decisions are reported in Clerk's Notes.)
- b) Correspondence.
 - i. To appoint two attendees for the CALC free briefing on biodiversity net gain (BNG), Tues, 4th June, 6.30-7.15 pm. Planning will require all new qualifying developments granted planning permission, to deliver 10% BNG from April 2024.
- c) Consultee comments have been requested for these applications:
 - i. **PA24/02515 | Conversion of a redundant WC block and holiday park facilities building to a bistro and bar. Construction of outdoor seating area, refuse/recycling compound and hard surfaced access. | Meadow Lakes Hewas Water St Austell Cornwall PL26 7JG.**
Case Officer: Jeremy Content
Standard Consultation Expiry Date: Tue 07 May 2024
Determination Deadline: Wed 22 May 2024
Comments at time of agenda: zero
 - ii. **PA24/02789 | Change of use of a dwelling from residential use currently restricted to holiday accommodation, to unrestricted residential dwelling C3 Use. | Heligan Cottage Plain An Gwarry School Hill St Ewe St Austell Cornwall PL26 6ER**
Case Officer: Tom Smith
Consultation Expiry Date: Wed 15 May 2024
Determination Deadline: Fri 21 Jun 2024
Comments at time of agenda: zero
 - iii. Applications for consideration since the posting of this Agenda.

24/15 Highways & Flooding

To receive reports requiring the attention of the parish council. Often the best results come from direct reporting on the [REPORT A POTHOLE](#) section of Cornwall Council website. Links are also available from the Parish Council website at Parish Highways.

24/16 Assets – reports and maintenance

- a) Footpaths and Grass Verges
- b) Telephone Kiosks
- c) Website

24/17 Parish Matters – reports

- a) SEAHL
- b) Village Hall

24/18 Correspondence & Invitations (complete list in Clerk's Notes)

24/19 Business for the next meeting. To receive requests for agenda items.

24/20 Second PUBLIC SESSION for feedback from the public

24/21 Dates of next meetings.

- a) If needed, an extraordinary meeting may be called by the Chairman.
- b) Ordinary Meeting 8 July 2024, 7.00 pm.

SIGNED:



Mrs C Wilson

Clerk to St Ewe Parish Council

7 May 2024