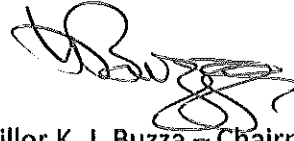


ST EARTH PARISH COUNCIL

This is to notify you that the Annual Meeting of St Erth Parish Council will be held on Tuesday 14 May, 2019, in the Vestry Rooms, Fore Street, St Erth, immediately following the conclusion of the Annual Parish Meeting.



Councillor K. J. Buzza – Chairman of the Council



8 May, 2019

Peter Rylett – Clerk to the Council

AGENDA FOR THE ANNUAL MEETING OF ST EARTH PARISH COUNCIL

1. Apologies for absence

2. Appointment of Chairman for 2019-20

Councillor K. J. Buzza has been proposed and seconded and there being no other nominations, it is

RECOMMENDED – that Councillor K. J. Buzza be appointed Chairman of St Erth Parish Council for 2019-20.

(Following his appointment, Councillor Buzza will read out the Declaration of Acceptance of Office and sign it, agreeing to observe the Code of Conduct in the performance of his functions in that Office and the Clerk will sign as witness.)

3. Appointment of Vice-Chairman for 2019-20

Councillor E. T. Taylor has been proposed and seconded and there being no other nominations, it is

RECOMMENDED – that Councillor E. T. Taylor be appointed Vice-Chairman of St Erth Parish Council for 2019-20.

(Following his appointment, Councillor Taylor will read out the Declaration of Acceptance of Office and sign it, agreeing to observe the Code of Conduct in the performance of his functions in that Office and the Clerk will sign as witness.)

4. Declarations of interest

5. Minutes of the ordinary meeting of the Council held on 2 April 2019 (attached)

To consider passing the following resolution:

RESOLVED – that the Chairman signs, as a true and correct record, the minutes of the ordinary meeting of the Council held on 2 April, 2019.

6. Minutes of the meeting of the Governance Committee held on 30 April 2019 (attached)

To consider passing the following resolution:

RESOLVED – that the minutes of the meeting of the Governance Committee held on 30 April, 2019 be approved and the recommendations contained therein be adopted.

7. Appointment of existing committees and any proposed new committees etc.

a) **Open Spaces Committee** – currently: Councillors Buzza, Jenkin, Player, Rodda and Taylor.
(The Chairman of the St Erth Residents Association is co-opted in an advisory capacity).

b) **Charges Committee** – two positions are held automatically by the Chairman and Vice-Chairman and currently: Councillors Mrs. Chappell, Player and one vacancy.

c) **Governance Committee** – currently: Councillors Buzza, Mrs. Chappell, Mrs. Lee, Spencer-Smith and Taylor.

d) **Highway Improvements Working Group** – currently: Councillors Buzza, Hanley and Ms. Kersey.

e) **General Data Protection Regulations Working Group** – currently: Councillors Buzza, Taylor and Spencer-Smith.

f) **Vestry Rooms Working Group** – currently: Councillors Mrs. Chappell, Hanley and Rodda.

8. Constitutions and Terms of Reference of Committees etc. (attached)

To consider passing the following resolution:

RESOLVED – that the Constitutions and Terms of Reference of the Committees etc. listed under agenda item 7 above be approved and adopted.

9. Review of representation on external bodies and reporting arrangements

The Council is represented on:

a) **Hayle and St Ives Community Network Panel** – open to any Councillor to attend.

Meetings are organised by Cornwall Council and agenda are sent to Councillors and the Clerk. In addition to the reports made back to the Council by the Councillor(s) who attend the meetings, the notes are forwarded to Councillors and reproduced on the agenda for the following meeting of the Council.

b) **The Committee of Management of the Hayle Day Care Centre Trust** – Councillor Mrs. Chappell.

Meetings are organised by the Day Care Centre Manager and copies of the agenda and notes are sent direct to Councillor Mrs Chappell. The Clerk has just started to receive electronic versions of the notes which are forwarded to Councillors for information.

c) **Penwith Access and Rights of Way Forum** – open to any Councillor to attend.

Any meetings are organised by the Forum Manager, agenda are sent to the Clerk and forwarded to Councillors for information.

d) **South West Water Odour Liaison Group** – Chairman, Vice-Chairman and the Clerk.

Meetings are organised by South West Water and agenda and notes are sent to the Councils representatives. In addition to the reports made back to the Council by the Councillors who attend

the meetings, the notes are forwarded to Councillors and reproduced on the agenda for the following meeting of the Council.

e) **A30 Action Group/MP's A30 Group** – open to any Councillor to attend.

Any meetings are organised by the Group/MP and notified by email rather than agenda. The Councils representative(s) report back to the Council but formal notes are not received.

f) **SUEZ Liaison Group** – Chairman and Vice-Chairman or two Councillors which may include the Chairman or Vice-Chairman.

Any meetings are organised by SUEZ and notified by email rather than agenda or can be requested by the Council. The Councils representatives report back to the Council but formal notes are not produced.

g) **St Aubyn Estates Liaison Group** – Chairman and Vice-Chairman or two Councillors which may include the Chairman or Vice-Chairman.

h) **Police Liaison Group** – Councillor Taylor.

Meetings are organised by Police Inspector Nicholas Clarke (Sector Inspector for Penzance, St Ives, Hayle and the Isles of Scilly) and notified by email rather than agenda. In addition to the reports made back to the Council by the Councils representative, any notes, if received, are forwarded to Councillors for information.

10. Reviews required by Standing Orders

Standing Order 5j states that: *“Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:*

- i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;*
- ii. Confirmation of the accuracy of the minutes of the last meeting of the council;*
- iii. Receipt of the minutes of the last meeting of a committee;*
- iv. Consideration of the recommendations made by a committee;*
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;*
- vi. Review of the terms of reference for committees;*
- vii. Appointment of members to existing committees;*
- viii. Appointment of any new committees in accordance with standing order 4 above;*
- ix. Review and adoption of appropriate standing orders and financial regulations;*
- x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;*
- xi. Review of representation on or work with external bodies and arrangements for reporting back;*
- xii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;*
- xiii. Review of inventory of land and assets including buildings and office equipment;*
- xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;*
- xv. Review of the council's and/or staff subscriptions to other bodies;*

- xvi. Review of the council's complaints procedure;*
- xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;*
- xviii. Review of the council's policy for dealing with the press/media; and*
- xviiii. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council."*

It is **RECOMMENDED** – that the Governance Committee undertakes a review of those tasks appearing in **bold type** above and reports back to the Council during 2019-20.

11. Dates of Council Meetings

Ordinary meetings of the Parish Council are usually held on the first Tuesday of each month and if the Council wishes to continue on that basis, it is requested to pass the following resolution:

RESOLVED – that ordinary meetings of the Parish Council be held on the following dates during the 2019-20 Municipal Year:

2019: 4 June, 2 July, 6 August, 3 September, 1 October, 5 November and 3 December; and

2020: *14 January, 4 February, 3 March, 7 April and *12 May.

(*14 January rather than 7 January to be clear of the Christmas and New Year period; and *12 May rather than 5 May to be clear of any election period).

12. Approval of the Annual Governance Statement 2018-19 (attached)

13. Approval of the Accounting Statements 2018-19 (attached)

14. Planning and Listed Building applications

The Council is requested to consider the following applications:

a) PA18/12087: Proposed erection of two semi-detached dwellings and associated landscaping and tree planting, boundary treatments, drainage and ground works, and re-configuration of existing Public House car park (revised siting): Star Inn, 1 Church Street.

b) PA19/03044: Listed Building Consent for the following proposed works at St Erth Station, Station Approach:

Platform 1

remove waiting shelter end panel;
 relocate signal box telephone and cable tray presently mounted to external face of end panel;
 remove vegetation from existing flower bed;
 remove flower bed border;
 relocate platform lighting column to rear of platform;
 relocate Help Point close to top ramp entry;
 relocate station sign post/consider alternative mounting option for signage;
 prepare and reinstate flower bed to platform surface standard;
 provide secure fencing to rear of platform between waiting shelter and platform entry point; and
 provide suitable and adequate storage for station mobile platform ramp.

Platform 2 (up direction)

movement of the fence at the bottom of the footbridge so there is an extended fenced run off.

15. Reports from Councillors/Clerk on meetings of outside bodies held since the previous meeting of the Council

- **Wills Bros/The Hub – 11 April (notes attached)**

16. Receipts and Payments for April, 2019 (attached)

17. Exclusion of the Press and Public

To consider passing the following resolution *if necessary*:

RESOLVED – that in accordance with S.1 (2) of the Public Bodies (Admission to Meetings) Act, 1960, the Press and Public be excluded from the meeting during the consideration of the following business owing to the confidential nature of that business.