

## ST ERTH PARISH COUNCIL

**This is to notify you** that the Annual Parish Meeting will be held on Tuesday 15 May, 2018, in the Vestry Rooms, Fore Street, St Erth, commencing at 7.00pm, followed by the Annual Meeting of the Parish Council.

Councillor M J Hanley - Chairman of the Council



9 May, 2018  
Clerk to the Council

Peter Rylett -

### AGENDA FOR THE ANNUAL PARISH MEETING

1. Apologies for absence
2. Matters arising from the minutes of the Annual Parish Meeting held on 16 May 2017
3. [Chairman's Annual Report](#)
4. Community participation
5. Action required on matters raised during community participation

ST ERTH PARISH COUNCIL

**This is to notify you** that the Annual Meeting of St Erth Parish Council will be held on Tuesday 15 May, 2018, in the Vestry Rooms, Fore Street, St Erth, immediately following the conclusion of the Annual Parish Meeting.

Chairman of the Council

Councillor M J Hanley -



9 May, 2018  
Clerk to the Council

Peter Rylett -

## **AGENDA FOR THE ANNUAL MEETING OF ST ERTH PARISH COUNCIL**

### **1. Apologies for absence**

### **2. Appointment of Chairman for 2018-19**

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 2018-19.

(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 2018-19**

No nominations were received and so it is

**RECOMMENDED** - that the Council considers appointing a Vice-Chairman for 2018-19.

(If the Council decides to appoint a Vice-Chairman, then following his/her appointment, the Vice-Chairman will read out the Declaration of Acceptance of Office and sign it, agreeing to observe the Code of Conduct in the performance of his/her 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 3 April 2018](#)**

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 3 April, 2018.

## 6. [Minutes of the meeting of the Governance Committee held on 17 April 2018](#)

To consider passing the following resolution:

**RESOLVED** - that the Chairman signs, as a true and correct record, the minutes of the meeting of the Governance Committee held on 17 April, 2018.

## 7. **Appointment of existing committees and proposed new committees etc.**

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

b) **Neighbourhood Plan Steering Group** (the five Councillor Leads for each Objective): Councillors Mrs. Chappell, Hanley, Spencer-Smith, Taylor and one vacancy. (CC Pascoe and the Community Link Officer are co-opted in an advisory capacity).

The Neighbourhood Plan is now complete and so it is

**RECOMMENDED** -that the Steering Group be not reappointed.

c) **Charges Committee** - two positions are held automatically by the Chairman and Vice-Chairman of the Council and currently, the others are: Councillors: Mrs. Chappell and two vacancies.

d) **Governance Committee** - currently: Councillors Buzza, Mrs. Chappell, Spencer-Smith, Taylor and one vacancy.

e) **Communication and Engagement Committee** - currently: Councillors Mrs. Chappell, Spencer-Smith, Taylor and two vacancies.

This committee was established, principally, to oversee the introduction of the Parish Council's website and social media but has not met since. In view of that, it is

**RECOMMENDED** - that this committee be not reappointed.

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

g) **General Data Protection Regulations Working Group** - appointment recommended by the Governance Committee - proposed: the Clerk and two Councillors.

h) **Vestry Rooms Working Group** - appointment requested by the Clerk - proposed: the Clerk and three Councillors.

## 8. [Constitutions and Terms of Reference of Committees etc.](#)

To consider passing the following resolution:

**RESOLVED** - that the Constitutions and Terms of Reference of the Committees etc. listed under agenda item 7 above (which are recommended for appointment/reappointment), be approved and adopted.

## 9. **Review of representation on external bodies and arrangements for reporting back**

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 subsequently circulated to Councillors.

**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 hard copies of the agenda and notes are sent direct to Councillor Mrs Chappell. The Clerk has requested electronic versions to enable efficient circulation to Councillors in future. The Council's representative reports back and the notes will be circulated to Councillors in future.

**c) Penwith Access and Rights of Way Forum - open to any Councillor to attend its monthly meetings and so no specific Parish Council appointee is required.**

**d) South West Water Odour Liaison Group - Chairman and Vice-Chairman/two Councillors.**

Meetings are organised by South West Water and agenda and notes are sent to the Councils representatives and the Clerk. In addition to the reports made back to the Council by the Councils representatives, the notes are subsequently circulated to Councillors.

**e) A30 Action Group/MP's Group - principally Councillor Buzza but open to any Councillor to attend.**

Meetings are organised by the Group/MP as and when required (and by email rather than an agenda). The Councils representative(s) report back to the Council but formal notes are not received.

**f) SUEZ Liaison Group - Chairman and Vice-Chairman/two Councillors.**

Meetings are organised by SUEZ as and when required (and by email rather than agenda) and 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/two Councillors.**

Whilst no formal meetings of this Group have been held, the Chairman, Vice-Chairman, the Clerk and the Parish Council's Planning Advisor have met with representatives of St Aubyn Estates during the Neighbourhood Plan process and in regard to its proposals for housing development.

The intention is to meet, as and when required, to discuss a wider agenda following the adoption of the Neighbourhood Plan and the outcome of the current planning application.

**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 by email rather than agenda). In addition to the reports made back to the Council by the Councils representative, the notes will be circulated to Councillors.

## **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**
  - xviii. 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 be requested to undertake the review of those tasks appearing in **bold type** above and report back to the Council during 2018-19.

## 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 2018-19 Municipal Year:

**2018:** 5 June, 3 July, 7 August, 4 September, 2 October, 6 November and 4 December; and

**2019:** \*8 January, 5 February, 5 March, 2 April and \*14 May.

(\*8 January rather than 1 January to avoid the Bank Holiday and to be clear of the Christmas and New Year period; and \*14 May rather than 7 May to be clear of any election period).

## **12. Planning and Listed Building applications**

The Council is requested to consider the following applications:

- a) PA18/02665: Single-storey rear extension to replace conservatory and raised patio to rear: 3 School Lane.
- b) PA18/03608: Removal of condition 2 (holiday lets not to be used during months of December and January) in respect of W1/88/P/0591 to allow all year holiday occupancy: 9 Trevithick Court, Tolroy Manor Holiday Park.
- c) PA18/03781: Proposed two classroom extensions and associated stores: St Erth Community Primary School, School Lane.
- d) PA18/03398: Variation of Condition 6 on Decision Notice PA11/09753 for the construction of a public transport interchange incorporating three car parks and a new traffic signal controlled junction with the A30; namely to alter and extend working hours for the South Car Park section of the site to 0700 - 2100 Monday - Friday and 0700 - 1900 on Saturdays: St Erth Station.  
(Currently: 0800 - 1800 Monday to Friday; and 0800 -1300 on Saturdays).
- e) PA18/03397: Variation of Condition 6 on Decision Notice PA11/09753 for the construction of a public transport interchange incorporating three car parks and a new traffic signal controlled junction with the A30; namely to alter and extend working hours for the North Car Park section of the site to 0700 - 2100 Monday - Friday and 0700 - 1900 on Saturdays: St Erth Station.  
(Currently: 0800 - 1800 Monday to Friday; and 0800 -1300 on Saturdays).

## **13. Approval of the Annual Governance Statement 2017-18**

(Including the report of the Internal Auditor and comments received from the External Auditor last year regarding: a) Period for the exercise of public rights; and b) Internal Auditor's report.

The letter from the External Auditor and the Clerk's report on the proposed response are attached.)

## **14. Approval of the Accounting Statements 2017-18**

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

- Police Liaison Group on 24 April - Councillor Taylor
- Meeting at St Erth Station on 4 May - Councillor Hanley

## **16. Neighbourhood Plan (NP) and Referendum**

17. [Receipts and Payments for April, 2018](#)

18. **Exclusion of the Press and Public**

To consider passing the following resolution:

**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.

19. **Pension arrangements**