

# LANDRAKE with ST. ERNEY PARISH COUNCIL

Landrake with St Erney Parish Council  
Annual Parish Council meeting  
Tuesday 10<sup>th</sup> May 2022 @ 7pm  
Venue: Sir Robert Geffery Memorial Hall

## **OPEN FORUM**

### **To include:**

- (i) An update from Cornwall Council Martin Worth and**
- (ii) Question and Answers from Geraint James, Openreach regarding the Landrake Broadband scheme.**

## **Agenda**

1. Election of Chairman
2. Election of Vice Chairman
3. Apologies for absence
4. Declarations of interest for any agenda item
5. To approve any requests for dispensation (if required)
6. To confirm the acceptance of the adopted Code of Conduct
7. To confirm acceptance of the Council's Standing Orders and to agree any modifications
8. To confirm acceptance of the Council's Finance Regulations and to agree any modifications
9. To appoint and approve the members of committees and working groups.
10. To appoint the Cornwall Gateway Network Panel representative
11. To confirm the arrangements for the Councils insurance cover in respect of all insurance risk
12. To review and adopt the Cornwall Association of Local Council's complaints Handling Procedure.
13. **To review the Council's policies, procedures and practices in respect of its obligations under the freedom of information and data protection legislation.**
  - (i) To approve the draft Model Publication Scheme  
The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme. See Information Commissioner's Office (ICO) website:  
<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/>
  - (ii) To approve the adoption of the CALC Freedom of Information Act Policy for handling requests for Information

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14. To note of the Council's expenditure incurred under s.137 of the Local Government Act 1972 in the year 2021-22 and having met the conditions of the [Prescribed Conditions of the order 2012](#), to approve the adoption of General Power of Competence.
15. Approval of the minutes of the previous Full Council meeting held on Tuesday 12<sup>th</sup> April 2022
16. Finance
  - a) To note the Council's bank balance.
  - b) To note the report / feedback from the Internal Auditor
  - c) To approve the Landrake with St Erney Parish Councils Annual Governance Statement for 2021/22
  - d) To approve the Landrake with St Erney Parish Councils Annual Accounting Statements for 2021/22
  - e) To note the announcement of date of 12<sup>th</sup> June 2022 for the Notice of Public Rights and Publication of Annual Governance and Accountability Return and that the period for inspection will commence on 13<sup>th</sup> June 2022 until 22<sup>nd</sup> July 2022 (see note below 1)
  - f) To review the explanation of variance report for 2020-21 and 2021-22
  - g) Does the Council wish to continue reimbursing the Parish Clerk with the Zoom subscription payment.
  - h) Approval of payments as detailed below

Recipient	Details	Amount
Biffa	Bin collection	873.60
Landrake Home & Garden (Paul Lamerton)	Village maintenance	315.00
Karenza Heald – Admin cost	Printing & Zoom	15.89
Karenza Heald - Mileage	1 journey	11.25
Tartendown Nurseries	Christmas tree	90.00
Play Safety	Annual Inspection	88.20
BHIB Insurance	Council's insurance	529.78
Mervyn Gingell	Reimbursement of payment for padlock / keys for the playing fields	12.00
Ian Biffen	Internal audit	180.00

17. Sir Robert Geffery Hall – Chairman's proposal for retiring trustees
18. Planning updates and decisions  
To agree delegated decisions by Zoom, which will be reported at the next Council meeting, for any applications submitted before the June meeting.
19. Village maintenance
  - (i) To note the retirement of Mr Lamerton, Landrake Home & Gardens

## 1) Notice of Public Rights and Publication

Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested.

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- (ii) To note the emergency delegated procedures implemented to recruit a replacement contractor.
- (iii) To appoint a committee to recruit a replacement contractor and subject to Zoom or email consultation with the remaining Parish Councillors to agree terms and appoint a replacement contractor.

## 20. Reports / updates on standing items (subject to timescales of the meeting)

- (i) Recreation field
- (ii) Sir Robert Geffery Memorial Hall – note a separate trustee meeting will be arranged
- (iii) Environmental Sustainability Working group
- (iv) Community Network Panel – agree substitute representatives
- (v) Saltash Area Road Safety (SARS) – agree substitute representatives
- (vi) A38 Trerulefoot to Carkeel project
- (vii) Actions and updates

## 21. To determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Subject to agreement the proposed meeting dates are the second Tuesday on each month, with the exception August and December.

## 22. Correspondence

- Invitation to attend 'Homes for Cornwall' event from 12:45pm to 4:30pm on 16<sup>th</sup> May at the Hall for Cornwall in Truro.
- CALC News roundup
- CALC Training schedule
- St Austell China Clay Restoration & Tipping Strategy
- Openreach Broadband – communication with Rural Engagement Manager and parishioners



Karenza Heald  
Clerk to the Landrake with St Erney Parish Council