

# Landrake with St Erney Parish Council

Tuesday 2<sup>nd</sup> May 2023

Notice is hereby given that the full council meeting of Landrake with St Erney Parish Council will be held on Tuesday 9<sup>th</sup> May 2023 at 7pm in Sir Robert Geffery Memorial Hall.

The previous minutes and any supporting papers relating to this meeting are available of Landrake with St Erney Parish Council's website.

Members of the public are welcome to attend the meeting and raise any questions relating to agenda items. It is helpful if questions could be emailed to [clerk@landrakeparishcouncil.gov.uk](mailto:clerk@landrakeparishcouncil.gov.uk) ahead of the meeting.

If you have tested positive for Covid or have Covid symptoms please do not attend the meeting.

## **Agenda for Full Parish Council meeting Tuesday 9<sup>th</sup> 2023 at 7pm: Venue: Sir Robert Geffery Memorial Hall (main room)**

- 1. Welcome and introductions from the Chairman**
- 2. To receive declarations of interests on any agenda item and if relevant to approve any requests for dispensations.**
- 3. Open forum and Cornwall Councillor report (15 – 30 minutes)**  
Please note at the Chairman's discretion members of the public can address the Parish Council on any subject relevant to Council business (detailed on the agenda). Such individuals may speak for no more than five minutes. Any other individuals wishing to speak on the same subject may also, at the Chairman's discretion, address the Council for not more than three minutes. A summary of points raised will be included in the minutes of the meeting. The minutes will not be a verbatim record of the meeting.
- 4. Apologies for absence**
- 5. Matters arising from the previous meeting**
- 6. Declarations of interest for any agenda item and to approve any requests for dispensation.**

### **Standing items for Annual Parish Council meeting for approval**

- 7. Minutes of last meeting:** Approval of the minutes from the meeting held on 11<sup>th</sup> May 2023.
- 8. To confirm the acceptance of the adopted Code of Conduct**
- 9. To confirm acceptance of the Council's Standing Orders and to agree any modifications**
- 10. To confirm acceptance of the Council's Finance Regulations and to agree any modifications**
- 11. To appoint and approve the members of committees and working groups.**
- 12. To appoint the Cornwall Gateway Network Panel representative**
- 13. To confirm the arrangements for the Councils insurance cover in respect of all insurance risk**
- 14. To review and adopt the Cornwall Association of Local Council's complaints Handling Procedure.**

# Landrake with St Erney Parish Council

15. **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**
16. **To reaffirm that having met the conditions of the Prescribed Conditions of the order 2012, the Council approves adoption of General Power of Competence. See appendix 1.**

## Ordinary month Parish Council meeting agenda items for approval

### 17. Finance

- a. **To note the Council's bank balance.**
- b. **To review the Clerk's finance report.**
- c. **Internal audit:**
  - (i) Update from the Parish Clerk
  - (ii) To pass a resolution confirming Landrake with St Erney Parish Council have are no conflicts of interest with BDO
- d. **Council payments**

**Approval of payments as detailed** (where applicable amounts include reclaimable V.A.T.) and to agree payment of any invoices received after the distribution of the agenda, presented in the meeting.

Recipient	Details	Amount
Karenza Heald	Mileage – May 2023	11.25
Play Safety Ltd	Annual inspection of play park equipment	94.20
Sir Robert Geffery Hall	Hall hire and entertainment	500.00
Tim Lamerton	Village maintenance	Tbc in meeting

Note: A payment has been processed for £19.97 to BHIB for the insurance costs of the Solomon Browne Road.

- e. **Insurance:** To consider the quotations for the renewal of the Parish Council's insurance.

### 18. Traffic and Transport

Communication to Sir Robert Geffery School re safety issues on School Road.

### 19. Playing field

To discuss the communication between Cllr Mathers and the Ironmongers, review and consider the proposals from Cllrs Cartledge-Claus and Cllr Smeardon and agree next steps.

### 20. Planning

#### 8. Planning application consultee decisions and planning updates

- a. **Clarke Telecom on behalf of CK Hutchinson Networks (UK) Ltd:** Proposed Radio Base Station Installation update and to consider alternative option put forward.
- b. **Cornwall Council:** Updates

## Standing items for update / reporting

To minimise the timing of the meeting Councillors are asked to read submitted reports and submit comments / queries prior to the meeting.

### 21. Recreation Field

### 22. Village playground and village maintenance

### 23. Climate / Environmental Sustainability

# Landrake with St Erney Parish Council

24. Community Network Panel
25. Saltash Area Road Safety (SARS)
26. A38 Trerulefoot to Carkeel Safety Project: Update Cllr Francis
27. Community Broadband – surveys of the area have been completed.

## Actions / Items to note.

28. Correspondence
  - Local Government Bulletins
  - National Association of Local Councils: Chief Executive Bulletin
  - Tamar Valley Information and Communications Officer: Tamar Valley AONB Sustainable Development Fund
  - Cornwall Council: Planning News for Local Councils and Agents
  - Resident: Copy of letter to Sir Robert Geffery School – ‘making school road safer’.
29. To go through outstanding actions from the previous meetings. (See supporting document)
30. To agree the dates of meetings for the forthcoming year and a date for the Annual Parish meeting.



Karenza Heald  
Clerk to the Landrake with St Erney Parish Council

---

## Appendix 1 – Agenda item 17: General Power of Competence

### Criteria

- Councils must hold a minimum of two-thirds of elected Councillors filled at the last ordinary elections.
- A clerk holds the national qualification and has completed relevant training i.e. Certificate in Local Council Management (CiLCA) including the 2015 Unit 3, L007.

### Process

- The Council must resolve at a full parish council meeting that it meets the above criteria at that time.
- A further resolution must be passed at every annual meeting of the Council after the ordinary elections; which normally takes place every four years.

---

## Sir Robert Geffery Hall – Sole Trustees meeting

After the Council meeting members are asked to remain in the meeting for an update on the Sir Robert Geffery Hall.