

Landrake with St Erney Parish Council

Tuesday 6th June 2023

Notice is hereby given that the full council meeting of Landrake with St Erney Parish Council will be held on Tuesday 13th June 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 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 13th June 2023 at 7pm: Venue: Sir Robert Geffery Memorial Hall (main room)

1. **Welcome, introductions and Chairman's announcements**
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. **Minutes of last meeting:** Approval of the minutes from the meeting held on 9th May 2023.
7. **Planning application consultee decisions and planning updates**
 - a. **Clarke Telecom on behalf of CK Hutchinson Networks (UK) Ltd**
Update: Including recent communication from Three UK, Sheryll MP and National Highways
 - b. **Parish Council consultee response for application**
To consider any Parish Council consultee response on applications received since the distribution of the Council agenda, details of which will be publicised on the Council's website.
 - c. **Cornwall Council:** Updates
8. **Finance**
 - 8.1 **To note the Council's bank balance.**
 - 8.2 **To review the Clerk's finance report.**
 - 8.3 **End of year accounts 2022-23: Internal and External Audit**
 - a) **Internal Audit completion:** To receive a report / update from Ian Biffen,
 - b) **External Audit submission:** To confirm that Landrake with St Erney Parish Council meets the qualifying criteria, as detailed on the Annual Governance and Accountability Return 2022/23 Form 2 and wishes to Certify as exempt from a limited assurance review.
 - c) **External Audit submission:** To receive the Annual Internal Audit Report 2022/23 (page 4 of the Annual Governance and Accountability Return).
 - d) **External Audit submission:** To complete and sign the Annual Governance Statement 2022/23 (page 5 of the Annual Governance and Accountability Return).
 - e) **External Audit submission:** To complete and sign the Accounting Statements 2022/23 (page 6 of the Annual Governance and Accountability Return).

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- f) **Explanation of Variances:** To receive the Explanation of Variance report for the 2021/22 and 2022/23 accounts.
- g) **Notice of Public Rights:** To confirm the dates for the Notice of Public Rights and Publication of Annual Governance and Accountability Return (Exempt Authority). Clerk's recommended dates to commence on Monday 19th June 2023 and ending on Friday 28th July 2023.

8.4 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
Ian Biffen	Internal Audit	150.00
Karenza Heald	Mileage – June 2023	11.25
Karenza Heald	Wages and Home Office Allowance – April, May and June 2023.	1,205.60
Karenza Heald	Office costs – printing and Zoom (final payments)	16.72
HMRC	PAYE: April, May and June 2023	283.40
Tim Lamerton	Village maintenance to include defibrillator checks, play park inspection, strimming, grass cutting and bin emptying / litter clearance.	323.00

- 8.5 **Play park inspection training course:** To approve the costs of the Council's contractor to attend a RoSPA play park inspection course.
- 9.6 **Newsletter:** To agree a budget for the publication of a Council newsletter.

Standing items for update / reporting - except where noted on the agenda that a decision is required
To minimise the timing of the meeting Councillors are asked to read submitted reports and submit comments / queries prior to the meeting.

9. **Recreation Field** - discussion of proposal circulated by Cllr Mathers and decide way forward.
10. **Village playground and village maintenance** - update
11. **Environmental Sustainability Working Group** - update Cllr Mathers
12. **Community Area Partnership** (formerly Community Network Panel) – to appoint a substitute representative.
13. **Saltash Area Road Safety (SARS)**
14. **A38 Trerulefoot to Carkeel Safety Project:** Update Cllr Francis
15. **Community Broadband**

Actions / Items to note.

16. **Correspondence**
- **Local Government Bulletins**
 - **National Association of Local Councils:** Chief Executive Bulletin
 - **Cornwall Association of Local Councils:** CALC Training Bulletin: June, July and August 2023.
17. **To go through outstanding actions from the previous meetings.** (See supporting document)
18. **Date of next meeting**



Karenza Heald
Clerk to the Landrake with St Erney Parish Council

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.