



## Landrake & St Erney Parish Council

[www.landrakeparishcouncil.gov.uk](http://www.landrakeparishcouncil.gov.uk)

### Notice of the Public Meeting of the Parish Council

Members of the Public and the Press are invited to attend all Council meetings

(Public Bodies (Admission to Meetings) Act 1960)

Notice is hereby given that the Full Council meeting of Landrake with St. Erney Parish Council will be held-

**Date: Tuesday 9<sup>th</sup> April 2024**

**Time: 7.00pm**

**Location: Sir Robert Geffery Memorial Hall.**

**To: Chairman & Parish Councillors**

Chairman M.Gingell

Councillors. P.Barton, H.Cartledge-Clause, P.Mathers, D.Morris, N.Owen, R.Savery, K.Smeardon, S.Walker (Vice Chair).

You are hereby summoned to attend the above meeting to consider the items of business.

(LGA 1972 sch.12 para.10(2))

Councillors will be discussing all the items as listed on this Agenda.

The previous Minutes and any supporting documents relating to this Meeting are available for Landrake & St. Erney Parish Council at the website [www.landrakeparishcouncil.gov.uk](http://www.landrakeparishcouncil.gov.uk)

Members of the Public are welcome to attend the Meeting and raise any questions relating to Agenda items. You may email questions to [clerk@landrakeparishcouncil.gov.uk](mailto:clerk@landrakeparishcouncil.gov.uk)

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the Clerk know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public.

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

## AGENDA

### 1/2024 Chair's Welcome & Announcements

Welcome, introduction and Health & Safety housekeeping announcement,

Recording of Meetings – Please notify the Chair if you are intending to record this meeting.

#### 2 Public participation (Open Forum 15 to 30 minutes)

#### 3 To receive Apologies for Absence and approve the reasons given (LGA 1972s.85 (1))

#### 4 Declarations of interest

Parish Councillors will be asked to make any declarations of interest in respect of items on this Agenda. Items A to C accord with the requirements of the Parish Council's Code of Conduct and Item D accords with the Localism Act 2011 s33(b-e). This does not preclude any later declarations.

A. Pecuniary/Registerable Declarations of Interests – Members must declare an interest, which has been declared on their Register of Financial Interests Form, relevant to this Agenda.

B. Non-registerable Interests – Members must declare non-pecuniary interests at the start of the meeting or whenever the interests become apparent.

C. Declaration of Gifts – Members must declare any gift or hospitality with a value more than £50.

D. Dispensations – Members to consider any written requests for dispensations.

#### 5 To approve and sign as a correct record the draft Minutes of the Public Meeting of the Parish Council held on Tuesday 12<sup>th</sup> March 2024. (LGA 1972 sch.12.para 41(1))

#### 6 Matters arising from the Minutes for report purposes only.

#### 7 A Report from Cornwall Councillor Martin Worth

#### 8 Finance

##### A Accounts for Payment.

Members are asked to note the following items of expenditure for the month of **April 2024**.

| Payment schedule               | 09-Apr-24                      | Period 1        |
|--------------------------------|--------------------------------|-----------------|
| Payee                          | Description                    | Amount          |
| Christopher Cook               | Clerk salary                   | 346.64          |
| HMRC                           | PAYE Tax                       | 86.80           |
| Christopher Cook               | Office allowance               | 83.33           |
| Tim Lamerton                   | Village maintenance            | 340.00          |
| D. Cooper Food Hampers         | Landrake Foodbank Xmas Hampers | 37.96           |
| Cornwall ALC Limited           | Annual Membership Subscription | 497.44          |
| <b>All BACs payments today</b> |                                | <b>1,392.17</b> |

**Year End Accounts for Internal Audit ([www.landrakeparishcouncil.gov.uk](http://www.landrakeparishcouncil.gov.uk))**

- (i) Supporting Statement to Receipts & Payments Account & Section 137**
- (ii) Receipts & Payments Summary 2023/2024**
- (iii) Summary Receipts & Payments Account 2023/2024**
- (iv) Statement of Income & Expenditure 2023/2024**
- (v) Over £100 payments listing 2023/2024**

**B Bank reconciliation and Earmarked Funds (EMF) balances at 9<sup>th</sup> April 2024**

**Unity Trust bank balance - £12,290.04** (includes £486 receipt for Christmas Lights)

**Nationwide balance - £52,458.69** excluding April 2024 interest.

**(EMF £27,458.69 & Sir Robert Geffery Hall £25,000)**

Refer to Finance report at [www.landrakeparishcouncil.gov.uk](http://www.landrakeparishcouncil.gov.uk)

**9 Planning** Application link <http://planning.cornwall.gov.uk/online-applications>

**New Planning Applications – One received**

**Application PA24/01659**

**Proposal Residential conversion and rear extension of part of the building**

**Location The Bullers Arms The Square Landrake Saltash**

**Grid Ref 237423 / 60561**

**Planning Application Decisions – None received**

**Planning Application – For information – None received**

**Planning Application received after Agenda has been issued – To be advised**

**10 Recreation Field – Cllr Gingell**

**11 Village playground and village maintenance – Cllr Gingell**

**12 Environmental Sustainability – Cllr Mathers**

**13 Cornwall Area Partnership (CAPs) – Cllr Smeardon**

**14 Saltash Area Road Safety (SARS) – Cllr Savery**

**15 A38 Trerulefoot to Carkeel Safety Project – Cllr Owen**

**16 Neighbourhood Development Plan – Cllr Walker**

**17 Clerk's items [www.landrakeparishcouncil.gov.uk](http://www.landrakeparishcouncil.gov.uk)**

**(i) (CIL) Levy income**

**(ii) Policies for adoption-**

**Financial Risk Assessment**

Financial Reserves Policy

Fraud statement

Bad Debts Policy

Expenses Policy

Model Publications Scheme

(iii) Service Level Agreement – Legal Services (Cornwall Council)

**18 Correspondence**

**19 Public Bodies (Admission to Meetings) Act 1960**

**To Resolve that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.**

**20 Casual Vacancy application**

**21 Public Bodies**

**To Resolve that the public and press be re-admitted to the meeting.**

**22 Date of next meeting.**

The next Meeting of the Council will be the **Annual Meeting of the Parish Council** on the 14<sup>th</sup> May 2024 at 7:00pm in the Sir Robert Geffery Memorial Hall (covid safe). The Meeting will include a presentation regarding the rebuild and refurbishment of the Solomon Browne Room.

**23 Councillors rise - end of meeting**

*Christopher Cook (CILCA)*

Christopher Cook – Parish Clerk & RFO

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**Sir Robert Geffery Hall – Sole Trustees meeting.**

Members are asked to remain in the Meeting for an update on the Sir Robert Geffery Hall.