



Landrake & St Erney Parish Council

www.landrakeparishcouncil.gov.uk

Notice of the Annual 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 20th May 2025

Time: 7.00pm

Location: Sir Robert Geffery Memorial Hall.

To: Chairman & Parish Councillors

Chairman M. Gingell

Councillors. P. Barton, H. Cartledge-Clause, P. Hooper, E. Jackson, D. Morris, N. Owen,
R. Savery

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

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

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

7.30pm – Item 405 below

Questions and comments from members of the public (limited to 15 minutes in total)

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting by asking questions, raising concerns or making comments on matters affecting Landrake with St Erney. No decision can be taken during this session*, but the Chairman may decide to refer matters raised for further consideration.

* Councils cannot lawfully decide items of business that are not specified in the Summons/Agenda (LGA1972 Sch.12, paras 10(2)(b) and Longfield Parish Council v Wright (1918)

Agenda | 20 May 2025 (AMPC)

400/2025 Chair's Welcome & Announcements

Health and Safety housekeeping announcement,

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

401 Election of Chairman (LGA 1972 Sect.15 (1))

The Declaration of Acceptance Form to be signed by the Chairman.

402 Election of a Vice Chairman (LGA 1972 Sect.15 (1))

The Declaration of Acceptance Form to be signed by the Vice Chairman.

403 Confirmation that members have completed Declaration of Acceptance form

Confirmation that members must complete and return the Register of Interests form by the 3rd June 2025

Reminder that members must complete and return their Election Expenses form by the 29th May 2025

Reminder that members must complete Code of Conduct training by the 5th November 2025

Councillor Statement of Assurance signed by members

Induction Pack (new Councillors)

Registration of approval to receive meeting papers by private email

404 To note any vacancies for co-option

405 Public participation

406 To receive Apologies for Absence and approve the reasons given. (LGA 1972 s85(1))

407 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 or whole Council dispensations.

408 To approve and sign as a correct record the draft Minutes of the Public Meeting held on Wednesday 8th April 2025. (LGA 1972 sch.12.para 41(1))

409 Matters arising from the Minutes for report purposes only.

410 A Report from Cornwall Councillor Paul Cador

411 Finance

A Accounts for Payment.

Members are asked to note the following items of expenditure for the month of **May 2025**.

Payments Schedule

20 May 2025

Period 2

Date	Payee	Description	BACs ref.	£
20/05/2025	Christopher Cook	Salary	92	360.80
20/05/2025	HMRC	PAYE	93	90.00
20/05/2025	Christopher Cook	Office allowance	94	83.33
20/05/2025	Tim Lamerton	Village maintenance	95	360.00
20/05/2025	WesternWeb	Renewal cloud email account	96	86.40
20/05/2025	B/T	Broadband service *	97	197.42
20/05/2025	Play Safety	Annual RoSPA inspection report **	98	100.80
20/05/2025	Clear Insurance	Council Policy insurance renewal	99	1,041.63
20/05/2025	Ian Biffen	Annual Audit fee	100	180.00
20/05/2025	Biffa	Dog bin cleansing annual charge	101	873.60
20/05/2025	Unity Trust Bank	Service Charge monthly fee	DD	6.00
		* Direct Debit		
		** Chairman delegatory powers.		
All payment amounts Landrake PC				£ 3,379.98

Note to Councillors. Insurance cover with Clear Insurance, Brokers have been moved from Aviva to Ecclesiastical as best premium rate offered. Levels of cover are adequate.

Insurance premium for 2025/2026 has increased by £213.57 due to market rates.

The premium level can be protected for 2026/2027 & 2027/2028 by the Parish Council entering into a 3 year Long Term Agreement.

B Direct bank Payments & Receipts for information

All bank receipts for this period **£0.00** Total receipts **2025/2026** are **£12,051.50**

Total receipts **Account 1** 2024/2025 are **£12,051.50**

Total receipts **Account 2** 2024/2025 are **£0.00**

Nationwide – Interest received at 1st May 2025 = £86.03

Nationwide Account balance £27,667.55 pending closure of Account and opening of new Unity Trust Account 2 to attract business account interest.

MOTION – to create Unity Trust Account 2 and pump-prime Account with £5,000.

C Bank reconciliation and Earmarked Funds (EMF) balances as at the 20th May 2025

Unity Trust Bank Account £21,909

Nationwide Account £27,667

Bank Reconciliation balance £49,576

D Monthly budget monitoring balances at the 20th May 2025

Refer to Finance report at www.landrakeparishcouncil.gov.uk

412 Planning

New Planning Applications – One received

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

Application PA25/02720

Proposal Listed building consent for amendments to west gable and associated landscaping. Reinstatement of window to south. amend the heating source from GSHP to ASHP to accompany a Non-Material Amendment Application (PA25/02754)

Location Lantallack Barn Landrake Saltash Cornwall

Grid Ref 235797 / 60397

Planning Application Decisions – Three received

Application PA25/00349

Proposal Construction of timber framed agricultural building
Location Lying immediately to the North of the entrance to the field North
West of Tartendown Cross PL12 5AG

Planning Application PA25/00349 APPROVED 9th April 2025

Application PA25/00046

Proposal Proposed polytunnel

Location Land south of Flagstaff Landrake Cornwall PL12 5ER

Planning Application PA25/00046 APPROVED 16th April 2025

Application PA25/01183

Proposal New access and driveway

Location 8 The Crescent Landrake Cornwall PL12 5EJ

Planning Application PA25/01183 APPROVED 16th April 2025

Planning Application – For Information

Application PA25/02754

Proposal Non-Material Amendment in relation to decision notice
PA20/05004 dated 14.08.2020, namely 1) Amendments to West
Gable and associated landscaping. 2) Reinstatement of window
to South. 3) Amend the heating source from GSHP to ASHP.

Location Lantallack Barn Landrake Saltash Cornwall

Non-Material Amendment to note 7th April 2025

Application PA23/06586

Proposal Application for a modification of a Planning obligation in
respect of Application E2/91/00669/F dated 6th August 1991.

Location Hay Lake Farm Landrake Saltash PL12 5AE

Modification of S52/S106 agreed 11th April 2025

Planning Application received after Agenda issue – To be advised

413 Resolutions

1. To receive a Financial Statement for the year ending 31st March 2025

(a) To receive the Internal Auditor's Report and note its contents

(b) To approve the Annual Governance Statement (Section 1)

(c) To approve the Accounting Statement (Section 2)

(d) To set the commencement date for the exercise of Public Rights

(documents (b), (c) to be signed 20th May 2025)

Resolution – Conflict of Interest confirmation required by External Auditors

2. The General Power of Competence – The original report from the Parish Clerk 14th May 2024 refers. New General Power of Competence to be approved post Local Elections 1st May 2025. The Election was uncontested and Landrake with St Erney Parish Council have a complement of 8 Councillors. 2 Councillors will be required to fill the vacancies by co-option. Landrake with St Erney Parish Council meet the 2/3rds criteria of elected Councillors.

- (i) That the Council confirms that it meets the two required criteria for eligibility at the time of this Meeting to exercise the General Power of Competence (GPC).**
- (ii) That the Council resolves to adopt to use the General Power of Competence.**

The above conditions of an Electoral mandate and (CiLCA) qualified Clerk for (GPC) remain in force at 19th May 2025. (Prescribed conditions order 2012 (SI 2012 965) Paragraph 2 for Resolution to be passed.

414 Governance

- 1. Review of Policies & Procedures due May 2025**
- 2. Model Publications Scheme 2025 (for information)**
- 3. Review of the Parish Council's Insurance Portfolio & Asset Register 2025.**
- 4. To confirm the re-appointment of Mr Ian Biffen as the Parish Council's Internal Auditor.**
- 5. Councillor's representatives and Committees 2025/2026.**
- 6. Review Council Banking arrangements & Signatories to account.**
- 7. To appoint the Parish Clerk as the section 151 Finance Officer for 2025/2026.**
- 8. To adopt the Model Standing Orders (NALC) updated 2025.**
- 9. To reaffirm the Model Financial Regulations (NALC) 2024 adopted 22nd May 2024**

415 Neighbourhood Development Plan & Parish Plan

www.botusflemingandhattndp.com

416 Recreation Field & Pitch proposal

417 Village maintenance / Playground

- 418 Other Councillors reports
419 Chairman's items – Playground inspection report
420 Clerk's items

- (i) **Draft Minutes of the Annual Parish Meeting 8th April 2025 are posted on the Council's website. Minutes can be viewed at www.landrakeparishcouncil.gov.uk**
- (ii) **Display of 2025 Employers' Liability Insurance certificate at Sir Robert Geffery Memorial Hall.**

Coronavirus reminder regarding public meetings.

Councillors are requested to note that in response to the Coronavirus pandemic, the Ministry for Housing, Communities and Local Government (MHCLG) issued new Statutory Instruments that affected the limited assurance regime process.

SI2020/392 and SI2020/808 gave Local Authorities permission to allow members, the public and press to attend meetings remotely from the 4th April, 2020 in respect to smaller authorities.

The Legislation only permits remote attendance at meetings held before the 7th May, 2021 hence, as no further Legislation has been passed, smaller authorities will not be able to hold virtual meetings after this date.

- 421 Correspondence
422 Date of next meeting.

The next Meeting of the Council will be the Public Meeting on Wednesday 4th June 2025.

The Meeting will be held at the Sir Robert Geffery Memorial Hall Landrake commencing at 7:00pm

- 423 End of meeting

Christopher Cook (CILCA) (PIALC)

14th May 2025

Christopher Cook – Parish Clerk & RFO
32 Essa Road Saltash PL12 4EE Tel 07523 005414

clerk@landrakeparishcouncil.gov.uk www.landrakeparishcouncil.gov.uk

Sir Robert Geffery Hall – Sole Trustees meeting.

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