

ST EWE PARISH COUNCIL

Chair of the Parish Council: Cllr Will Richards

Trudgian Farm, St Ewe, St Austell PL26 6EU | 01726 843 397

Clerk to the Council: Mrs C Wilson, Lower Burlorne Tregoose, Washaway, Bodmin PL30 3AJ

www.st-ewe-parish.co.uk | 01208 831283 | clerk@st-ewe-parish.co.uk

NOTICE

AN ORDINARY MEETING OF ST EWE PARISH COUNCIL WILL BE HELD MONDAY 11 MAY 2020 AT 7.00 PM – ONLINE

MEMBERS OF THE PUBLIC ARE CORDIALLY INVITED TO ATTEND.

THE MEETING WILL BE HELD ONLINE USING “ZOOM” SOFTWARE.

If you wish to attend the online meeting you need **1)** an internet connection or telephone, and **2)** to email the Clerk for simple instructions and the meeting ID number, and **3)** if you wish to speak during the Public Session, please advise the Clerk in your email.

This meeting will be held in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

PUBLIC SESSION.

Time is allocated during the Public Session for members of the public to comment on any of the items detailed in the agenda below or to bring any relevant matter(s) to the attention of St Ewe Parish Council. Contributions may be limited to 5 minutes on each subject.

CLERK’S NOTES

Are posted on the website with the agenda under Parish Council > Meetings, Agendas & Minutes.

AGENDA

MEMBERS OF ST EWE PARISH COUNCIL ARE HEREBY SUMMONED TO TRANSACT THE FOLLOWING BUSINESS:

Please note that, in accordance with Coronavirus legislation, the parish council will not hold an Annual Parish Council Meeting this May. The Chair and all councillors will remain appointed to their committees and other positions until the Annual Meeting 2021 when elections will again take place.

20/1 **Apologies for absence**

20/2 **Declarations of interest**

a) Declarations re agenda items.

b) Requests for dispensation.

20/3 **Public Session**

20/4 **Meetings and governance**

- a) To approve the minutes of the ordinary meeting on 9 March 2020. The Chairman's signature will be obtained by post.
- b) To approve the minutes of the extraordinary ONLINE meeting held via Zoom on 8 April 2020. The Chairman's signature will be obtained by post.
- c) To approve the 'Online Meeting Procedure using Zoom'.
- d) To confirm the council's compliance with the Transparency Code for Smaller Councils. Draft Minutes of all meetings and financial documents are made available online.

20/5 **Grant Applications**

- a) St Ewe Parochial Church Council for churchyard maintenance
- b) St Ewe Village Hall for maintenance of the VH
- c) St Peter's Parochial Church Council for production costs of Tower & Spire magazine

20/6 **Finance**

- a) To review and approve the council's Finance Regulations for 2020-21.
- b) To review and approve the council's Risk Assessment for 2020-21 in light of Covid19 measures.
- c) To renew the council's insurance; the second year of a 3-year agreement.
- d) To renew the subscription to Cornwall Association of Local Council (CALC) at £249.99 + VAT.
- e) To note that the Internal Control Check, which is the comparison of the financial statements with the invoice file, must be suspended during the Covid-19 lockdown measures and will resume as soon as the Clerk and Internal Control can meet face to face.
- f) To review the Internal Controls of the parish council, consider whether they are adequate and effective, and consider any action required for the 2019-20 fiscal year.
- g) To sign the Certificate of Exemption on the Annual Governance and Accountability Return (AGAR) 2019/20 Part 2 certifying that the parish council is exempt from external audit in accordance with Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. The signature of the Chairman will be sent by post to the clerk.
- h) To approve the Year End figures on the documents, 1 April 2019 – 31 March 2020.
 - i. Bank Reconciliation
 - ii. Budget Comparison
 - iii. Cash Flow – 12 months actual
 - iv. Register of Assets
 - v. 2019-20 Financial Briefing Note
 - vi. Figures for the Accounting Statement
- i) To confirm the current bank signatories.
- j) To authorise payments. (detailed in Clerk's Notes) The cheques and stamped envelopes will be sent to one signatory who will organise the second signature.

20/7 **Reports**

- a) The Annual Parish Meeting (Meeting of the Electors) which was going to be held on 11 May will now be held on Monday, 25th May at 7.00 online via Zoom.
- b) Website Accessibility – progress report
- c) Cornwall Councillor report to the Parish
- d) Other reports for information only.

20/8 **Planning**

- a) Of note. (Planning decisions are reported in Clerk's Notes and on the website.)
- b) Correspondence
- c) Applications for consultee comments.
 - i. **PA20/03631** | Listed Building consent to provide 60 metres of telecoms duct under cobbled lane following existing scar to enable provision of new fibre cable for Ultrafast

Broadband to residents of Heligan House and Grooms House PL26 6EN | The Grooms House The Stables Pentewan St Austell Cornwall PL26 6EN

Case Officer: Ellie Jolliffe

Standard Consultation Expiry Date: Tue 26 May 2020

Determination Deadline: Fri 12 Jun 2020

Comments at time of agenda: zero

ii. Applications for consideration since the posting of this Agenda.

20/9 Highways & Flooding

To receive reports requiring the attention of the parish council. Often the best results come from direct reporting on the REPORT A POTHOLE section of Cornwall Council website. Links are available from the Parish Council website at Parish Highways.

20/10 Correspondence & Invitations (complete list in Clerk's Notes)

a) Old stone marker near Carnmoggas Holiday Park

20/11 Business for the next meeting. To receive requests for agenda items.

a) Review of the Internal Auditor's report. Approval and signing of the Account Statements and Governance Statements for the Annual Return (AGAR).

20/12 Second PUBLIC SESSION for feedback from the public

20/13 Dates of next meetings.

a) 25th May 2020, Annual Parish Meeting (Meeting of the Electors) 7.00 pm ONLINE via *Zoom*.

Parish organisations are requested to send an annual report or summary to the parish clerk before the meeting on 25th May, and the report will be included in the minutes of the meeting.

b) 13th July 2020, Ordinary Meeting, 7.00 pm ONLINE via *Zoom*.

c) Planning if needed ONLINE via *Zoom*, as called by the chairman.

SIGNED:



Mrs C Wilson

Clerk to St Ewe Parish Council

5 May 2020