



ST MEWAN PARISH COUNCIL

Parish Clerk: Wendy Yelland (CiLCA)
Tre Bethan
The Chase, Sticker
St Austell, PL26 7HL

Tele: 07464 350837

E: clerk@stmewanparishcouncil.gov.uk

W: www.stmewanparishcouncil.gov.uk

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26th May 2022

TO ALL MEMBERS OF THE COUNCIL

I hereby give notice that the **Ordinary Council Meeting** of St Mewan Parish Council will be held on **Wednesday 8th June 2022** at **St Marks Church Hall, Sticker** commencing at **19.00pm**.

All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours faithfully

Wendy Yelland

Wendy Yelland, Parish Clerk/Responsible Financial Officer

Press & Public are invited to attend. Meetings are held in public and could be filmed or recorded by broadcasters, the media, or members of the public.

AGENDA

1. Chairman's Declaration of Office

To **RECEIVE** the signed Declaration of Acceptance of Office of the newly elected Chair

2. Persons Present/Apologies

To **NOTE** persons, present and **RECEIVE** apologies for absence

3. Declarations of Interest from Members/Dispensations

To **RECEIVE** any Declarations of Interest from Members. To **RESOLVE** to grant any requests for Dispensation in line with the Councillor Code of Conduct 2021 if appropriate.

4. Public Participation

To **RECEIVE** comments from members of the public. This provides an opportunity for members of the public to comment on items on the agenda as per Standing Orders or otherwise considered at the Chairman's discretion. Maximum time allowed will total 10 minutes/2 mins per person.

5. Cornwall Cllr Report

To **RECEIVE** Cornwall Cllr Michael Bunney's report and **NOTE**.

6. Committee Meeting Minutes (prev circulated).

To **NOTE** any recommendations made therein.

- a) Finance, Staffing, General Purposes and Audit Committee 31/5
- b) Planning 11/5
- c) Playing Field and Polgooth Playing Field Trust 23/3

7. Annual Council Meeting Minutes: 11th May 2022

To **RESOLVE** that the above Minutes of the Meeting of St Mewan Parish Council having been previously circulated, be taken as read, approved, and signed. To **NOTE** any matters arising from the Minutes.

8. Clerk's Report

To **NOTE**

9. Trewoon Highways A3058 (Standing Agenda Item)

To **RECEIVE** progress report from Cornwall Cllr Michael Bunney. **RESOLVE** any further action necessary.

10. Grant/Donations

a) To **CONSIDER** a grant application from St Marks Church Hall, Sticker

11. Sticker Car Park

- a) To **RECEIVE** the Deputy Clerk's report on the Working Party Group meeting with outcome of the public consultation. To **NOTE** the report
- b) To **CONSIDER** and **APPROVE** any recommendations, including Making the Order and agreeing commencement date.
- c) If resolved to Make the Order, to **CONSIDER** and **RESOLVE** publishing Notice in local paper, to **APPROVE** assoc. expenditure (if any)

12. Play Inspections

To **CONSIDER** and **RESOLVE** issues surrounding bi-weekly play inspections

13. Waste Management

To **CONSIDER** and **RESOLVE** issues surrounding the individual waste collections in the Parish

14. Waste Bin in Trewoon

To **RECEIVE** update on waste bin request. **RESOLVE** how best to proceed

15. Plant Care

To **CONSIDER** and **RESOLVE** issues surrounding plant care on the A3058

16. Tree Management in the Parish

- a) To **APPOINT** Cllr Davis as the Parish Tree Officer
- b) To **RECEIVE** quotations for tree works in the Parish.
- c) To **RESOLVE** to appoint an approved contractor
- d) To **CONSIDER** and **RESOLVE** if council wish to plant Landmark Tree/s

17. Parish Council owned Husqvarna Strimmer and Brush Cutter

To **CONSIDER** recommissioning of equipment before use.

18. Sticker Scouts

To **CONSIDER** the required permissions for St Mewan School to use the facilities for two camps of three days duration in Sept.

19. Wildflowers

- a) To **APPOINT** a Cllr/s to manage the existing project (Annual basis site meeting with the appointed contractor)
- b) Vehicular damage to wildflowers in Trewoon. **RESOLVE** how best to proceed.

20. Disabled Access to Polgooth Playing Field

- a) To **RECEIVE** update from site visit with Deputy Clerk, Cllr Spencer and Cornwall Cllr Michael Bunney.
- b) To **CONSIDER** Cllr Spencer's proposed plan. **RESOLVE** how best to proceed

21. Standing Orders

To **ADOPT** the revised Parish Council's Standing Orders

22. Financial Regulations

To **ADOPT** the revised Parish Council's Financial Regulations

23. Terms of Reference

- a) To **APPROVE** Terms of Reference for Working Party Groups
- b) To **APPROVE** Terms of Reference for the Finance, Staffing, General Purposes and Audit Committee
- c) To **APPROVE** Terms of Reference for the Planning Committee
- d) To **APPROVE** Terms of Reference for the Rights of Way Committee
- e) To **APPROVE** Terms of Reference for the Playing Fields Committee and Polgooth Playing Fields Trust

24. Pre-Application Planning Protocol Policy

To **RE-ADOPT** the Pre-Application Planning Protocol Policy

25. Parish Council Bank Accounts

To **RESOLVE** ordering a bank payment card for Unity and Lloyds Bank as per the Internal Control checks report recommendation

26. Climate Change Objective (Standing Agenda Item)

To **RECEIVE** update, **RESOLVE** any further action required, **APPROVE** associated expenditure.

27. Finance

- a) To **APPROVE** Direct Debits as listed
- b) To **APPROVE** the Clerk's annual membership to Society of Local Council Clerks
- c) To **APPROVE** the annual membership to Cornwall Association of Local Councils
- d) To **APPROVE** expenses to Parish Clerk and Deputy Clerk (see pay schedule)
- e) To **APPROVE** the June 2022, pay schedule of payments as presented
To **RECEIVE** and **NOTE** the bank balances as at the 31st May 2022

28. Members reports/feedback from training/workshops/meetings/external bodies/matters of interest in the parish

To **NOTE**

29. Correspondence received up to the time of meeting

To **NOTE**

30. Items for Agenda

To **NOTE** any items for the next meeting

31. Public Bodies (Admission to Meetings) Act 1960

To **RESOLVE** that in view of the confidential nature of the business about to be transacted it is advisable that the press and public be excluded and are instructed to withdraw during the discussion of the following item.

32. Confidential Item

- a) To **RECEIVE** report from the Finance, Staffing, General Purposes and Audit Committee. To **RATIFY** the job description, hours and pay scale for a Maintenance Operative
- b) To **RECEIVE** report from the Finance, Staffing, General Purposes and Audit Committee. To **RATIFY** the Deputy Clerk's Contract of Employment