



# 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](mailto:clerk@stmewanparishcouncil.gov.uk)

W: [www.stmewanparishcouncil.gov.uk](http://www.stmewanparishcouncil.gov.uk)

Follow us on Facebook & Twitter

5<sup>th</sup> May 2022

## TO ALL MEMBERS OF THE COUNCIL

I hereby give notice that the **Annual Council Meeting** of St Mewan Parish Council will be held on **Wednesday 11<sup>th</sup> May 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. Election Of Chair 2022/2023

### 2. Chairman's Declaration of Office

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

### 3. Persons Present/Apologies

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

### 4. Election of Vice – Chair 2022/2023

### 5. Declaration of Acceptance of Office

To **RECEIVE** the signed Declarations of Acceptance of Office of newly elected Councillors

### 6. 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.

### 7. 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.

## 8. Cornwall Cllr Report

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

## 9. Council Meeting Minutes: 20<sup>th</sup> April 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.

## 10. Clerk's Report

To **NOTE**

## 11. Trewoon Highways A3058 (Standing Agenda Item)

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

## 12. Grant/Donations

- a) To **CONSIDER** a grant application from Polgooth Village Hall.
- b) To **APPROVE** grant money (approved in the annual parish budget) of £2750 to Polgooth Playing Field Trust bank account

## 13. Parish Council Owned Bus Shelter

To **APPROVE** grant opportunity for Cornwall Council funding to renew the Bus Shelter at The Goffin.

## 14. Dog Waste Management Contract

- a) To **RECEIVE** briefing report on recent communication from Cornwall Waste Solution
- b) To **APPROVE** clinical waste contract

## 15. Tree Management in the Parish

To **APPROVE** a tree survey for The Goffin and Polgooth Playing Fields

## 16. Lower Sticker Playing Field

To **CONSIDER** a request from Sticker Village Association for permission to hold a family fun dog show as part of Sticker Carnival Week schedule of events

## 17. Hire of Playing Fields and Open Space

To **APPROVE** applications for Events taking place in Polgooth Playing Fields, Lower Sticker and Trewoon Playing Fields

## 18. Bank Account

To **APPROVE** delegated authority to the Clerk and Deputy Clerk to open an additional bank account in line with the Financial Services Compensation Scheme (as per Internals Auditor's recommendation)

## 19. Parish Council Insurance 2022/2023

To **APPROVE** the annual renewal as of the 1<sup>st</sup> June 2022 under the 3 year agreement

## 20. Standing Orders

- a) To **RESOLVE** to dissolve the Emergency Covid 19 Amendment
- b) To **ADOPT** the revised Parish Council's Standing Orders

## 21. Financial Regulations

- a) To **RESOLVE** to dissolve the Covid 19 Emergency Scheme of Delegation
- b) To **ADOPT** the revised Parish Council's Financial Regulations

## 22. Code of Conduct

To **ADOPT** the Code of Conduct published May 2021

### **23. Remote Meeting Protocol and Covid 19 Procedures Amendments to St Mewan Parish Council Standing Orders**

To **RESOLVE** to dissolve the aforementioned

### **24.Planning Emergency Scheme of Delegation**

To **RESOLVE** to dissolve the use of the Covid 19 Emergency Scheme of Delegation

### **25.Delegation Arrangements**

To **APPROVE** the continued use of the revised delegation arrangements in line with Council's Standing Orders

### **26. General Power of Competence**

To **CONFIRM** eligibility and **APPROVE** the continued use of the General Power of Competence

### **27.Council Meetings 2022/2023**

To **APPROVE** the Calendar of Ordinary Council Meetings 2022/2023

### **28. Committee Meetings 2022/2023**

To **APPROVE** the Calendar of Meetings for:

- a) Finance, Staffing, General Purposes and Audit Committee
- b) Planning
- c) Playing Fields
- d) Polgooth Playing Field Trust
- e) Rights of Way

### **29. Election of Committees 2022/2023**

To **APPROVE** membership of committee (inc substitutes)

- a) Finance, Staffing, General Purposes and Audit Committee
- b) Planning
- c) Playing Fields
- d) Polgooth Playing Field Trust
- e) Rights of Way

### **30.Election of Working Party Members 2022/2023**

To **REAFFIRM** members for:

- a) Sticker Car Park
- b) Trewoon Community Garden

### **31. Sticker Car Park Working Party Group**

To **CONSIDER** giving delegated authority to the group in conjunction with the clerk/deputy clerk to spend up to £5000 from the ear marked reserves to improve the parish council asset.

### **32. Parish Council Policy Review 2022/2023**

To **REVIEW** and **RE- ADOPT** the following policies: -

- a) Communications Policy
- b) Community Benefit Fund Policy & Application Form
- c) Community Engagement Policy
- d) Cllr Co-Option Application
- e) Equal Opportunities Policy
- f) GDPR Policy
- g) Grant Policy & Application Form
- h) Handing of Complaints Policy
- i) Health& Safety Policy
- j) Policy of Use for Parish owned Bus Shelters
- k) Privacy Policy
- l) Reserves Policy
- m) Social Media and Electronic Communication Policy
- n) Training Policy
- o) Playing Field & Open Space Hire Agreement
- p) Allotment Rules & Regulations

- q) Disciplinary Procedure
- r) Grievance Procedure
- s) Member Code of Conduct
- t) Model Publication Scheme
- u) Officer Member Protocol
- v) Protocol for Marking the Death of a Senior Member of the British Monarchy
- w) Statement of Internal Controls

### **33. Village Hall Parish Council Representatives**

To **APPOINT** council member/s to attend Polgooth, Sticker and Trewoon Village Hall committees (as voting members in line with the deed)

### **34. Community Network Meetings 2022/2023**

To **APPOINT** Cllrs/Clerks to attend quarterly meetings

### **35. Climate Change Objective (Standing Agenda Item)**

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

### **36. Finance**

- a) To **APPROVE** expenses to Parish Clerk and Deputy Clerk (see pay schedule)
- b) To **APPROVE** the May 2022, pay schedule of payments as presented
- c) To **RESOLVE** for an additional authorised signatory to all bank accounts and Polgooth Playing Field Trust
- d) To **RECEIVE** and **NOTE** the bank balances inc petty cash as at the 30<sup>th</sup> April 2022.

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

To **NOTE**

### **38. Correspondence received up to the time of meeting**

To **NOTE**

### **39. Items for Agenda**

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

### **40. 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.

### **41. Confidential Item**