



Landrake with St Erney Parish Council

All residents of Landrake with St. Erney Parish are invited to attend.

ANNUAL PARISH MEETING & ANNUAL MEETING of the Parish Council

Notice is hereby given that the Annual Parish Meeting will be held at the Sir Robert Geffery Memorial Hall Landrake on the **14th May 2024** @6:00pm. Further information is available from the Parish Clerk at clerk@landrakeparishcouncil.gov.uk or at www.landrakeparishcouncil.gov.uk

The Parish Meeting is an opportunity for parishioners on the Electoral Roll for Landrake & St. Erney to raise any matters of concern to them that relates to their local community, and although it would be helpful to have written notice of any matters to be raised, it is not essential to do so.

Matters can be raised at the meeting without prior notice.

For any queries, please contact the Clerk to the Parish Council:

Christopher Cook – Tel. 07523 005414 clerk@landrakeparishcouncil.gov.uk

The Annual Meeting of the Parish Council will follow the Annual Parish Meeting

AGENDA

1. Introduction and welcome.
2. Apologies for absence (LGA 1972 s85 (i))
3. To approve the minutes of the Annual Parish Meeting held on 9th May 2023 and to discuss any matters arising (LGA 1972 sch.12.para 41 (i)).
4. To receive a presentation regarding the rebuild and refurbishment of the Solomon Browne Room. Introduction by the Chairman.



5. To invite the public to raise any matters of interest.
6. To receive a Statement on the Parish Council accounts for Year ending 31st March 2024 from the Clerk & Responsible Financial Officer to the Parish Council.
7. Close

Annual Meeting of the Parish Council - Agenda

Cllrs Gingell (Chairman), Walker (Vice Chair), Barton, Cartledge-Claus, Hooper, Mathers, Morris, Owen, Savery & Smeardon.

8. To appoint the Chairman & Vice Chair to serve to May 2025 (LGA 1972 sect.15 (i))
9. To receive apologies for absence (LGA 1972 s85(1))
10. 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.

11. To approve and sign as a correct record the draft Minutes of the Public Meeting 9th April 2024. (LGA 1972 sch.12.para 41 (1))

12. Matters arising from the Minutes for report purposes only.

13. A report from Cornwall Councillor Martin Worth

14. Finance Resolutions – documents (ii) (iii) & (iv) to be signed 14th May 2024

(i) Internal Audit report to review.

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



- (iii) To approve the Accounting Statement (Section 2)
- (iv) To approve the Certificate of Exemption (Form 2)
- (v) To set the commencement date for the exercise of Public Rights.

Resolution – Conflict of Interest confirmation required by External Auditors

15. The General Power of Competence (to reaffirm that the Parish Council meets the Prescribed Conditions (order 2012 SI2012 965) last established 9th May 2023.

(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 14th May 2024.

16 (a) Governance – approval of Councillor responsibilities schedule 2024/2025.

16 (b) To note and reaffirm the Council's Standing Orders (NALC version 2021) & Financial Regulations (NALC version 2019 – under review).

16 (c) To reaffirm the Model Publications Scheme.

16 (d) To reaffirm the Council's insurance policy cover for Council risks with BHIB Insurance (including the Solomon Browne Room buildings insurance cover).

16 (e) To note the Council's Asset Register and sums insured.

17. Finance – Bank reconciliation and Finance report.

Unity Trust Bank £20,225

Nationwide BS £52,647 (excluding May interest)

(EMF reserves £27,647 / SRG £25,000)

18. Accounts for approval 14th May 2024

Payment schedule	14-May-24	Period 2
Payee	Description	Amount
Christopher Cook	Clerk salary	346.84
HMRC	PAYE Tax	86.60
Christopher Cook	Office allowance	83.33
Tim Lamerton	Village maintenance	414.00
WesternWeb Limited	Renewal cloud email Council account	86.40
B/T	Broadband service direct debit	182.48



Clear Insurance	Policy renewal premium	908.92
All BACs payments today		2,108.57

19. Planning Applications <http://planning.cornwall.gov.uk/online-applications>

19 (a) New Planning Applications – two received

Application PA24/02560

Proposal Extensions, installation of solar photovoltaic panels to roof and
Internal alterations to village hall

Location Sir Robert Geffery Memorial Hall New Road Landrake Saltash

Grid Ref 237436 / 60632

Application PA24/03147

Proposal Complete refurbishment and renovation of existing abandoned
dwelling house without compliance of condition 2 of decision
PA22/01845 dated 12/07/2022

Location The Barn Cuttivet Landrake Saltash

Grid Ref 236053 / 62369

19 (b) Planning Application decisions – none received

19 (c) Planning Applications for information or received after the agenda published –
two received

Application PA24/01444

Proposal Works to trees within a Conservation Area (CA) – works include Pollard
tree to 2 metres

Location Church of St Michael Church Street Landrake Saltash Cornwall PL12
5ER

Councillors to note that Cornwall planning Development decided that the application
should be works to a tree in a Tree Conservation Area and not a Tree Preservation
Order (TPO).



Application PA24/02531

Proposal Works to trees within a Conservation Area – removal of a garden hedge

Location School House School Road Landrake Saltash Cornwall

Councillors to note that Cornwall planning Development will decide the application under delegated authority (information previously submitted)

20. Reports from Councillors

20 (a) Recreation Field – Cllr Gingell

20 (b) Village Playground and maintenance – Cllr Gingell

20 (c) Environmental Sustainability – Cllr Mathers

20 (d) Cornwall Area Partnership (CAPS) – Cllr Smeardon

20 (e) Saltash Area Road Safety (SARS) – Cllr Savery

20 (f) Safe A38 project – Cllr Owen

20 (g) Neighbourhood & Parish Plan (NDP) – Cllr Walker

21. Clerk's items

Model Financial Regulations (NALC) 2024

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.

22. Correspondence

Dear Mervyn

Here is a copy of the email I sent to XXXXXX XXXXX re: the dangerous Ash tree in the garden of the property he owns / lets out on Highertown Road.



I note that my email was sent after I contacted him (telephone conversation) in November 2022. I did not receive a reply.

Landrake resident.

Dear Chris

I am writing further to your correspondence with Jim Holt.

I have spoken to the Highway Steward for the area, and they are going to make contact with the property owner for the fallen wall/hedge and ask them to carry out repairs as soon as possible. A gang will visit site to move some of the material to one side to ensure it is safe.

In terms of the trees the Highway Steward will complete a referral form for someone from the Arboricultural team to carry out an assessment of the tree. Depending on the outcome of this assessment they will contact the property owner and advise them on timescales if the tree does need to be removed.

In relation to the verge damage these verges adjacent to the A38 fall within the responsibility of National Highways.

Yours sincerely

**Neil Grigg (FIHE) | Assistant Highway Manager
Cornwall Highways | Network Management**

23. The next Meeting of the Parish Council will be the **Public Meeting on Tuesday 11th June 2024**. The Meeting will be held at the Sir Robert Geffery Memorial Hall, Landrake commencing at 7@00pm.

24. Councillors rise – end of Meeting.

Christopher Cook (cūlca)

Christopher Cook – Parish Clerk & RFO

24 Rashleigh Avenue Saltash PL12 4NS Tel 07523 005414

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