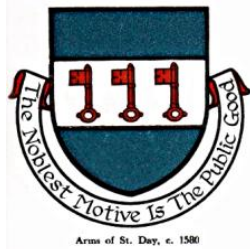


Sarah Moore, Parish Clerk & RFO
St Day Parish Council
Tel: 07826 856262



C/O St Day Post Office
Fore Street, St Day
TR16 5JU

SUMMONS & AGENDA FOR THE ANNUAL PARISH COUNCIL MEETING OF ST DAY PARISH COUNCIL

The Annual Meeting of the Parish Council, will be held on **Monday 12th May, 2025**, commencing promptly at **6pm** at the **Enterprise Centre**, St Day.

Members of the Council are summoned to attend the meeting to which press & public are invited. The public session is held to enable the people of St Day to ask questions of, and make comments, regarding the Parish Council. Questions not answered at this meeting may appear as an agenda item for the next meeting. Members of the public are asked to restrict their comments, and/or questions to a total of 15 minutes.

Business transacted will be according to the agenda below. By order of the Clerk.

Signed: *S Moore* Date: *06.05.25*

Members are reminded of their duty under the Code of Conduct and Standing Orders. The Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights. Disabled access is available. All in attendance should be aware that recording may occur during the meeting.

(A)1. Election of Chairman - To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.

(A)2i. Election of Vice Chairman - To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office.

(A)2ii. Members to sign Declaration of Acceptance of Office and Register of Interests paperwork

(A)3. Apologies -To receive apologies for absence and consider if the Council should approve (or not), the reason for apologies given by absent councillors.

(A)4. To receive any Declarations of Interests and Requests for Dispensation - Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by St Day Parish Council's Code of Conduct for Members and by the Localism Act 2011; they will leave the room at the point of the interest, in the meeting.

(A)5. To Approve the Minutes of the Annual Meeting of the Council held on Monday 13th May 2024 - If it is necessary for the draft minutes of the this meeting to be corrected because of inaccuracies, then the amendments to the draft minutes must be approved by resolution.

(A)6. To approve and adopt the updated Standing Orders, Financial Regulations and Financial Risk Assessment

(A)7. To review and approve the Inventory of the Council's Land and Asset Register

(A)8. To review and approve Insurance Cover for 2025-26 (Currently Zurich – renewal quote is £1,116.08)

(A)9. To review the Council's and Clerk's subscriptions to other bodies

(A)10. To review and decide on amendments to Council policies and procedures:

- a. Complaints policy
- b. Freedom of Information Requests Policy
- c. Equality and Diversity Policy
- d. Disciplinary Policy
- e. Grievance Policy
- f. Safeguarding Policy
- g. Grants Policy

All other policies will be reviewed in future meetings during 2025

(A)11. To review and approve start of year reserves and any current standing orders/direct debits/ regular payments.

(A)12i. To review and agree the internal audit report and Annual Governance Statement

12ii. To review and agree the Annual Accounting Statement

12iii. To review and approve the Internal auditor for 2025-26 AGAR

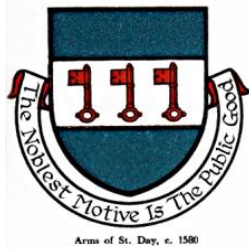
(A)13. To review committee structures and to appoint members to serve on the under mentioned committees:

- 13i. Election of representative/s to the Staffing Committee
- 13ii. Election of representative/s to the Appeals Committee
- 13iii. To review the terms of reference of the Staffing and Appeals Committees
- 13iv. Election of representative/s for Finance Committee
- 13v. Election of representative/s for Policies Committee
- 13vi. Election of planning matters representatives
- 13vii. **Election of representative/s to the:**
 - a. Community Network Panels (CAP & CLUP)
 - b. Election of representative/s to the Police Liaison Group
 - c. Election of public Footpath, Parks and Open Spaces representative/s
 - d. Election of representative/s for Climate Change (including the CAP Climate group)
 - e. Election of Roads and Transport representative/s
 - f. Election of representative/s to the Mining Villages Regeneration Group (MVRG)
 - g. Election of representative/s to the United Downs Geothermal Liaison Group
 - h. Election of representative/s to the Old Church CIC Group
 - i. Election of representative/s to the Minor Works group
 - j. Appointment of Tree Warden

(A)14. To review the representation on work with other external bodies and arrangements for reporting back to the Council

(A)15. To determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Sarah Moore, Parish Clerk & RFO
St Day Parish Council
Tel: 07826 856262



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TR16 5JU

SUMMONS & AGENDA FOR THE ORDINARY MEETING OF ST DAY PARISH COUNCIL

The Meeting of the Parish Council, will be held on **Monday 12th May, 2025**, commencing promptly at **7pm** at the **Enterprise Centre, St Day**.

Members of the Council are summoned to attend the meeting to which press & public are invited. The public session is held to enable the people of St Day to ask questions of, and make comments, regarding the Parish Council. Questions not answered at this meeting may appear as an agenda item for the next meeting. Members of the public are asked to restrict their comments, and/or questions to a total of 15 minutes.

Business transacted will be according to the agenda below. By order of the Clerk.

Signed: *SJ Moore* Date: *06.05.25*

Members are reminded of their duty under the Code of Conduct and Standing Orders. The Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights. Disabled access is available. All in attendance should be aware that recording may occur during the meeting.

(1)1. **Apologies** – To receive and consider for acceptance the Council should approve (or not) the reason for apologies given by absent councillors. If a council member has not attended a meeting of the council (or its committees) or has not tendered apologies which have been accepted by the Council (or committee), for six consecutive months, they are disqualified.

(1)2. **Public Participation:** The Chairman will invite members of the public to present their questions, statements or petitions. The period of time designated for public participation shall not exceed fifteen minutes; nor 3 minutes for any one member of the public.

(1)3. **To receive any Declarations of Interests and Requests for Dispensation** - Members and Officers are reminded of their obligations to declare interests. Where a matter arises at a meeting which relates to a councillor's interest, the councillor has the responsibility of declaring that interest in accordance with the adopted code of conduct, and will leave the room at the point of the interest, in the meeting.

(1)4. **Minutes of the Parish Council Meeting held on Monday 14th April 2025.** When the meeting is approving the draft minutes of a previous meeting as an accurate record, the only issue for the meeting is whether the minutes accurately record the proceedings of the meeting and the resolutions made at them. If it is necessary for the draft minutes of the previous meeting to be corrected because of inaccuracies, then the amendments to the draft minutes must be approved by resolution.

(1)5. **To receive the monthly report from Cornwall Councillor Connor Donnithorne**

(1)6i. **Planning: To receive and comment on recent planning applications:**

Application PA25/02895

Proposal Permission in principle for the proposed erection of up to 5 dwellings on the site (minimum 5 maximum 5)

Location Land Adj To St Day Football Club Vogue St Day Redruth

Applicant Mr K Jory Bosporthenis Properties Ltd

Grid Ref 172569 / 42367

(1)6ii. Planning Decision Notices

PA25/00968 Proposed extensions and alterations including removal of conservatory & porch, to be replaced with single storey extensions and the re-design of the first floor to include double storey extensions at Leeward, Tolgullow, St Day **APPROVED by CC**

PA25/00124 Conversion of a barn to cafe (Class E (b)) and associated works, including installation of flue at Scorrier House, Scorrier Estate, Redruth. **APPROVED by CC**

PA25/00125 Listed building consent for the works associated with the conversion of a barn to cafe (Class E (b)) including installation of flue and external windows and doors at Scorrier House, Scorrier Estate, Redruth. **APPROVED by CC**

PA25/02112 Permission in Principle for the erection of dwelling (minimum 1, maximum 1) at Bunts Lane Cottage, Bunts Lane, St Day. **REFUSED by CC**

(1)7a. Non-Agenda Points Raised from the Previous Meeting for Discussion/Resolution: None

(1)7b. Agenda Items

- (1)7bi. Councillor vacancy
- (1)7bii. Neighbourhood Priority Statement
- (1)7biii. To produce a priority list to follow from May – December 2025.
- (1)7biv. Parking at Pink Moors - £20/year lease with Ollie Williams
- (1)7bv. Update on flood at the Pink Moors path to Treskerby (associated with works by RIG)
- (1)7bvi. Town Clock – update on recommendations and next steps
- (1)7bvii. Parish Office – Agree contract
- (1)7bviii. Traveller encampment guidance for consideration

(1)8. Correspondence / Communications received and Subsequent Resolutions

- (1)8i. RC Re. planning application PA25/01516 - Permission in Principle for proposed residential development of a minimum 4 dwellings, maximum of 9 dwellings plus associated works (Carharrack).
- (1)8ii PS has sent article for parish magazine

(1)9. FINANCE:

- (1)9i. To submit payments for approval

| April/May Payments | Paid since meeting | |
|---------------------------|----------------------------------|----------|
| HMRC | Tax and NI | 400.42 |
| NK | May Newsletter | 895.21 |
| Letcher Stores | Cards/milk | 4.89 |
| Ede Landscaping | Emergency tree removal | 125.00 |
| D Morrell | Town clock with call out and PPE | 302.00 |
| May Payments | To be agreed | |
| BC | Street cleaning | TBC |
| SM | Staff/admin costs | TBC |
| Cornwall Council | Pension Scheme | TBC |
| HMRC | Tax/NI | TBC |
| Lloyds | Account charge | TBC |
| Cumbria Clock Company | Town Clock Repair (not inc. VAT) | 3,692.00 |
| April Income | | |
| Attendees (£5.00 pp) | Royal Cornwall Show Trip | 295.00 |
| Cornwall Council | LMP & Grass cutting agreements | 1,367.66 |

(1)9ii. To receive and note the Bank Reconciliations and balances as of 31.04.25

Treasurers Account: £2,404.49 Instant Access: £47,387.57 NS&I: £26,687.86

(1)9iii AUDIT – Due to bereavement, the approved finances/paperwork have not yet been submitted; but will be done so after the May meeting.

(1)10. To receive Councillors reports and items for future agenda - Each Councillor is requested to use this opportunity to report matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision-making. Priorities List

(1)11. External meetings attended: Blossail 15.04.25; GEL liaison 16.04.25; RIG meeting 17.04.25; Election 01.05.25

(1)12. Upcoming meetings:: UDEG AGM 07.05.25; Litter pick 10.05.25; Minor Works 22.05.24

(1)13. Confidential matters: The Council is invited to pass the following resolution “That under the Public Bodies (Admission to Meetings) Act 1960 it is advisable in the public interest that the press and public be temporarily excluded, and they be instructed to withdraw in view of the confidential nature of the business on contracts and leases about to be transacted’.

(1)14. Date of the next meeting: Monday 9th June 2025, at 7pm – Enterprise Centre, Vogue.

Councillors: J Beer , Z Abbotts, C Jones, D Christie, F Long, D Carlyon.
Email: parish.clerk@stdayparishcouncil.gov.uk **Web:** www.stday.gov.uk