

# **WITHIEL PARISH COUNCIL**

**J.E. BURDON (MRS.)**

Parish Clerk

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1 Treburdon Drive,

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PL26 8QB

Dear Councillor,

I hereby give notice of a Meeting of Withiel Parish Council to be held **in WITHIEL VILLAGE MAIN HALL** on **WEDNESDAY, 3<sup>RD</sup> JULY 2024** following on from the Annual Parish Meeting which commences at 7.00pm. Councillors are requested that all mobile phones be switched onto silent for the duration of the meeting.

**Attendees please note: This meeting has been advertised as a public meeting and, as such, could be filmed or recorded by broadcasters, the media, or members of the public. We would request anyone recording the meeting to inform the Parish Council at the start of the meeting. Please be aware, that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role. Note: For further details about planning applications, note the reference number(s) and go to the Cornwall Council Website to view prior to the meeting please:**

**<https://www.cornwall.gov.uk/environment-and-planning/planning/online-planning-register/>**

1. Apologies for non-attendance
2. Public Forum (Members of the public are permitted to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. The designated time will be 15 minutes and no longer than 5 minutes per person, the time may be extended at the discretion of the Chair)
3. Members Declaration of Interest in items raised on the Agenda/Requests for Dispensation
4. Monthly Cornwall Councillor Report
5. Confirmation of Minutes of the Monthly Meeting held on the 5<sup>th</sup> June 2024
6. Matters Arising from the Monthly Meeting held on the 5<sup>th</sup> June 2024
7. Highway Issues in the Parish

To Report a problem with a road, highway or footway:-

<https://www.cornwall.gov.uk/transport-and-streets/roads-highways-and-pavements/report-a-problem-with-a-road-highway-or-footway/>

To report a faulty streetlight:-

<https://www.cornwall.gov.uk/transport-and-streets/roads-highways-and-pavements/street-lights-and-illuminated-signs/>

To report fly tipping:-

<https://www.cornwall.gov.uk/environment-and-planning/street-care-and-cleaning/fly-tipping/>

To report an abandoned vehicle:-

<https://www.cornwall.gov.uk/environment-and-planning/abandoned-vehicles/>

8. Footpath Issues in the Parish
9. Planning Applications received at the meeting and prior to the meeting; **Planning Applications PA24/02671 – Mr. Tim Perring** – Erection of a single storey rear extension and detached single storey carport, Wood House Barn, Withiel; **Planning Results** None received at the time of setting the agenda; **Planning Correspondence** None received at the time of setting the agenda; **Any letters received for or against any Planning Applications** (a) Cornwall Council – 5 day protocol letter for PA24/02456 – Land North West of Penosivvi, Withiel; (b) Cornwall Council – PA24/03610 – Mr. D. Harris – Application to determine if prior approval is required for a proposed: Change of use of Agricultural buildings to dwellinghouses (Use Class C3), Barn at Withielgoose, Pooleys Hill, Withiel – Notification received advising application is for prior approval so Parish Council is not consulted on this type of application
10. Monthly Accounts for Approval for July 2024, including monthly bank reconciliation and budget monitoring and any other Financial Matters
11. Voltaise Solar Funding Update
12. Letter of Engagement for Internal Auditor Services for 2024/2025
13. Annual Documentation to be reviewed – (a) Risk Assessment; (b) Risk Management Policy; (c) Segregation of Duties Matrix; (d) Fixed Asset Register; (e) List of Regular payments for the year
14. Broken Bench Seat by the Bus Shelter in Withiel
15. Update – Camel Valley Community Area Partnership
16. Parish Councillor Training Requirements
17. Correspondence received to date by email and post and not included on the agenda (already circulated)
18. Any urgent matters the Chairman considers relevant for this meeting (For Information Only and any Items that may be required to include on the next agenda)
19. Date of next Meeting – Wednesday 7<sup>th</sup> August 2024
20. Closed Meeting – Discussion on Payment on Grave Yard Trimming