

WITHIEL PARISH COUNCIL

J.E. BURDON (MRS.)

Parish Clerk

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1 Treburdon Drive,

Roche,

ST. AUSTELL,

Cornwall.

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, 4TH JUNE 2025** 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/planning-and-building-control/planning-applications/online-planning-register/>

1. Apologies for non-attendance
2. Discussion on time of main meeting
3. Update on Vacancy of Councillors
4. 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)
5. Members Declaration of Interest in items raised on the Agenda/Requests for Dispensation
6. Monthly Cornwall Councillor Report
7. Confirmation of Minutes of the Monthly Meeting held on the 14th May 2025
8. Matters Arising from the Monthly Meeting held on the 14th May 2025
9. 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/>

10. Footpath Issues in the Parish
11. To RECEIVE consultation response requests and to RESOLVE a response. Formal requests from the planning authority received before the start of the meeting will be considered: **Planning Applications** None received at the time of setting the agenda; **Planning Results** (a) **PA25/01075 – Dr. & Mrs. Ashby** – Prior Approval for the proposed conversion of two barns to two dwellings, Buzzards Reach, Withiel – **Planning Permission required**; (b) **PA25/01803 – Dr. & Mrs. Ashby** – Prior Approval for the proposed conversion of two barns to a dwelling (Class Q), Buzzards Reach, Withiel – **Planning Permission required**; **Planning Correspondence** None received at the time of setting the agenda; **Any letters received for or against any Planning Applications** None received at the time of setting the agenda
12. Monthly Accounts for Approval for June 2025, including monthly bank reconciliation and budget monitoring and any other Financial Matters
13. Voltaire Funding Applications received from Withiel Short Mat Bowls Club
14. Approval of Annual Accounts for the year ending 31st March 2025 – as previously circulated
15. Approval of Section 1 of Annual Return – Annual Governance Statement 2024/2025 – (copy emailed)
16. Approval of Section 2 of Annual Return – Accounting Statements 2024/2025 – (copy emailed)
17. Internal Auditors Report for the year ending 31st March 2025 (copy emailed)
18. Confirm the period for exercise of Public Rights as required by Accounts and Audit Regulations 2024/2025
19. Appointment of Internal Auditor for Accounts ending 31st March 2026
20. Annual Documentation to be reviewed – (a) Code of Conduct; (b) List of Regular Payments for the year; (c) Final Fixed Asset Register; (d) Model Financial Regulations; (e) Risk Assessment; (f) Risk Management Policy; (g) Segregation of Duties Matrix; (h) Standing Orders; (i) Statement of Internal Control; (j) Freedom of the Parish of Withiel
21. Update – Camel Valley Community Area Partnership (Including Template from Cornwall Council for current projects, issues and/or questions)
22. Parish Councillor Training Requirements
23. Correspondence received to date by email and post and not included on the agenda (already circulated)
24. 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)
25. Date of next Meeting – Wednesday 2nd July 2025 (to include annual nominations of Vice-Chair, Monitoring Officers and Representatives and any outstanding matters)
26. Closed Meeting if required