

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, 3RD JUNE 2026**, which commences at **6.30pm**. Councillors are requested to switch their mobile phones to 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 that anyone recording the meeting 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 before the meeting please:

<https://www.cornwall.gov.uk/planning-and-building-control/planning-applications/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) **(Including the Monthly Report from Cornwall Councillor Report if received)**)
3. Members' Declaration of Interest in items raised on the Agenda/Requests for Dispensation
4. Confirmation of Minutes of the Monthly Meeting held on the 13th May 2026
5. Matters Arising from the Monthly Meeting held on the 13th May 2026
6. 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/>
7. Footpath Issues in the Parish

8. 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 PA26/01068 - Cornwall Council** – Local Development Order – Upgrading septic tanks and small sewage treatment plants within River Camel Special Area of Conservation, River Camel Catchment Area; **Planning Results** None received at the time of setting the agenda; **Planning Correspondence** Cornwall Council – Neighbourhood Priorities Statement – Monthly Events Programme; **Any letters received for or against any Planning Applications** None received at the time of setting the agenda
9. Monthly Accounts for Approval for June 2026, including monthly bank reconciliation, budget monitoring and any other Financial Matters
10. Voltaise Funding Applications if received
11. Approval of Annual Accounts and Bank Reconciliation for the year ending 31st March 2026 (copy emailed)
12. Approval of Section 1 of Annual Return – Annual Governance Statement 2025/2026 (copy emailed)
13. Approval of Section 2 of Annual Return – Accounting Statements 2025/2026 (copy emailed)
14. Internal Auditors Report for the year ending 31st March 2026 (copy emailed)
15. Confirm the period for exercise of Public Rights as required by Accounts and Audit Regulations
16. Appointment of Internal Auditor for Accounts ending 31st March 2027 (copy emailed, if received in time)
17. 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
18. Defibrillator Request
19. Suggestion of using Church Rooms for Meetings to be discussed
20. Update – Camel Valley Community Area Partnership (Including Community Template from Cornwall Council for current projects, issues and/or questions)
21. Items for the agenda
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 1st July 2026
26. Closed Meeting if required