

Poundstock Parish Council

Clerk Mrs. Lynn Pluess

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25 May 2022

To all members of the **Parish Council**:

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Poundstock Parish Council on Tuesday 31 May 2022 at 7:00 pm at Gildhouse, Vicarage Lane for the purpose of considering and resolving upon the business to be transacted at the meeting as set out on the agenda below.

Yours sincerely,

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Clerk Mrs. Lynn Pluess

Press and Public are invited to attend.

Meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.

AGENDA

- 1. Election of Chairman of the Council** to elect the Chairman and accept the Chairman's Declaration of Acceptance of Office.
- 2. Apologies for Absence** to note persons present and receive any apologies for absence with reason.
- 3. Election of Vice-Chairman of the Council** to elect the Vice-Chairman and accept the Vice-Chairman's Declaration of Acceptance of Office.
- 4. To receive Declaration of Interest** and nature of any Disclosable Pecuniary Interest (DPI) and any Other Significant Interest (OSI).
- 5. Approve Dispensations** from Members concerning items on the agenda.
- 6. Committee Membership** to elect the voting Members for the Community Hall Committee of the Council (5 voting members).
- 7. To confirm the roles of Lead Councillors to the following portfolios: -**
 - Cemetery & Closed Churchyard
 - Emergency Procedures
 - Finance & Internal Control
 - Highways & Transport

Planning
Police Advocate
Public Rights of Way
Public Toilets, Car Park & Beach

- 8. To confirm the appointment of members to the Neighbourhood Development Plan Steering Group.**
- 9. To confirm and the appointment of members as delegates to outside bodies.**

Bude Community Network Panel
Gildhouse Management Committee
The Poundstock Packet
Widemouth Residents Association
- 10. RESOLVE to ADOPT the following:**
 - a) Standing Orders
 - b) Financial Regulations
- 11. Public Open Session:** Members of the public are invited to address the Council on an agenda item (10 mins). Residents are encouraged to participate beforehand by emailing the Clerk's Office.
- 12. To resolve that the Minutes of the previous meeting are an accurate record:**
 - (a) Minutes Full Council APPROVE the Minutes of the meeting held on 26 April 2022.
Minutes Full Council APPROVE the Minutes of the Extraordinary Meeting held on 18 May 2022.
 - (b) Annual Parish Meeting APPROVE the Minutes of the meeting held on 26 April 2022.
 - (c) Minutes Community Hall Committee NOTE the draft minutes of the meeting held on 10 May 2022.
 - (d) CHC Minutes Recommendations:
 - (i) To agree which pre-planning application to pursue.
 - (ii) To agree questions for dialogue with parishioners.
- 13. Correspondence** to discuss and resolve a course of action:
 - a) Letter from resident.
- 14. Planning Matters:**
 - a) Planning Applications to discuss and make a consultee comment on the following applications: -
PA22/04550 Erection of a storage building at Meads Farm A39 between Treskinnick Cross and Wainhouse Corner.
 - b) Planning Decisions – View at <https://www.poundstock-pc.gov.uk/planning-applications>
- 15. Finance** to discuss and resolve a course of action with associated expenditure:
 - a) Internal Audit.
 - b) External Audit AGAR 2021/22 – To consider and approve the following: -
 - i) Section 1 - Approve 2021/22 Annual Governance Statement.
 - ii) Section 2 - Approve 2021/22 Accounting Statement.
 - iii) Bank Reconciliation 2021/2022.
 - iv) Variations of 15% and above (Box 2 & Box 4) between 2020/21 and 2021/2022.

- v) Supporting Notes and Asset Register.
- c) To receive and approve the Income and Bank Balances as per finance schedule.
- d) To resolve to authorise payments totalling £TBC as per finance schedule and to consider payment of urgent accounts presented by the date of the meeting.
- e) To receive and approve the Quarterly Budget Analysis as at 31/03/2022.
- f) Insurance Renewal – Policy Document.
- g) The Poundstock Packet.
- h) Scouts Cornwall - Bude Troop.

16. Agenda Items to discuss and resolve a course of action and associated expenditure:

- a) To consider the draft Code of Practice for the Handling of Complaints Policy.
- b) Update on Child Poverty in the area (Cllr. Steve Haynes).
- c) Discuss and consider approach to planning application PA21/01480: Construction of a crematorium with associated access, landscaping and infrastructure (Land West Of The A39 Poundstock Bude Cornwall EX23 0DE) in light of correspondence received and resolve any further action needed and authorise any associated expenditure (Cllr. Gemma Watton).
- d) Bude Community Network Panel Meeting/AGM Monday 6th June 2022 request for Nominations for Panel Chair and Panel Vice Chair.
- e) Notice of Intention - Road Traffic Regulation Act 1984 S.14: Temporary Prohibition of Traffic at Leverlake Road, Bude from 04/07/2022 to 07/07/2022.

17. To receive written reports and authorise any action:

- a) Poundstock Ward Member's Report
- b) Chair's Report
- c) Clerk's Report

18. Councils Representatives to receive reports from Outside Bodies.

19. Portfolio Reports to receive written reports and authorise any action and expenditure.

20. NDP Steering Group to receive reports and authorise any action and expenditure.

21. Items for Information Notice of Vacancy in Office of Councillor for Poundstock Parish Council due to the resignation of Revd. Ben Lillie.

22. Items for the next Agenda.

23. Calendar of Meetings 2022/23 RESOLVE to ADOPT.

24. Date of the next Ordinary Council Meeting

25. Close the Meeting.

PUBLIC BODIES (ADMISSION TO MEETINGS) Act 1960

During the meeting it may arise that publicity would be prejudicial to the public interest by reason of the confidential or special nature of the business to be transacted and the press and public will be instructed to withdraw. When this arises, the Chair will recommend to consider passing the following resolution; "to resolve that in view of the confidential or special nature of the business to be discussed, the public are excluded and instructed to withdraw."