

# ST. ERVAN PARISH COUNCIL

Jacqui Peskett  
Parish Clerk  
Tel 07835 937261  
Email stervanpc@outlook.com



## **DRAFT St Ervan Parish Council Meeting Minutes – Tuesday 2<sup>nd</sup> May 2023**

**Apologies:** None

**Present:** Cllrs R Biddick (Chair), J Skinner (Vice Chair) J Eustice, M Biddick, R Kent, K Wood, L Clarke.

**In Attendance:** J Peskett (Clerk)

Before the meeting commenced, the Chairman welcomed the new Clerk, Jacqui Peskett and introduced her to Members.

**1/23 Declarations of interest:** None.

**2/23 Public Participation:** None in attendance.

**3/23 Cornwall Councillor Report:** Not in attendance.

**4/23 Co-option of Councillor** – It was **proposed** by Cllr M Biddick, **seconded** by Cllr Kent and **resolved** that Lisa Clarke be co-opted on to the Parish Council. All in favour, **carried**.  
Cllr Clarke was welcomed to the Parish Council and Declaration of Acceptance signed.

**5/23 Election of Chairman:** it was proposed by Cllr M Biddick, seconded by Cllr Kent and **resolved** that Cllr R Biddick remain as Chair – all in favour, **carried**. Declaration of Acceptance signed.

**6/23 Election of Vice Chair:** it was proposed by Cllr R Biddick seconded by Cllr Kent and **resolved** that Cllr Skinner remain as Vice Chair. All in favour, **carried**. Declaration of Acceptance signed.

**7/23 St Ervan Parish Council Meeting 7th March 2023:** It was **proposed** by Cllr M Biddick, **seconded** by Cllr Kent and **resolved** that the minutes of the above meeting having been previously circulated, be accepted. All in favour, **carried**.

**8/23 Matters arising:** None

**9/23 Planning Applications:** to CONSIDER Planning Applications or any that may be received since the agenda was published: None.

## **10/23 Correspondence**

- To RECEIVE the Police report (previously circulated) - noted
- SLCC (Society for Local Council Clerks) Membership – discussed and no action required, it was **agreed** not to renew.
- HSBC banking, to update the correspondence address – forms signed by four Councillors and Clerk to submit to HSBC.

**11/23 Highways** To CONSIDER any issues that may have arisen and RESOLVE appropriate action:  
White Lines not retained at Rumford Cross Roads.

**12/23 Internal Audit 2023:** To CONSIDER the Internal Audit for 2023 (previously circulated).  
Recommendations noted and these will be addressed by the Clerk.

**13/23 Year End Audit 2023:** To APPROVE and sign the completed form for the Financial Year ending 31<sup>st</sup> March 2023 and submit to the External Auditor:

- (i) **AGAR** to receive and approve the **Annual Governance Statement** for submission to BDO LLP
- (ii) **AGAR** to receive and approve the **Annual Accounting Statement** for submission to BDO LLP
- iii) **AGAR** to receive and approve the **Certificate of Exemption** for submission to BDO LLP

All of the above duly signed by the Chair and Clerk in accordance with statutory regulations. The relevant forms will now be submitted to the External Auditor by the Clerk.

#### **14/23 Finance**

##### **Expenditure**

<b>Clerk Remuneration (April)</b>	£133.41
<b>Clerks Expenses (April)</b>	£20.00
<b>HMRC/PAYE</b>	£33.20
<b>C.May (Internal Audit)</b>	£70.00

##### **Income**

<b>Interest</b>	£2.62
<b>Precept payment (first payment)</b>	£1,750.00

##### **Balances as 2<sup>nd</sup> May 2023**

<b>Treasurers Account</b>	£58.95
<b>Business Instant Access Account</b>	£5,568.53

It was **proposed** by Cllr M Biddick, **seconded** by Cllr Skinner and **resolved** that these are accepted and paid. All in favour – **carried**.

##### **Items for information:**

**Telephone boxes at Rumford and Penrose:** in need of tidy up. It was agreed that Cllr Kent would make contact with Dave Rich.

##### **Items for July meeting:**

Clerk's contract.  
Donation to Dreckly Magazine.  
Village Hall windows.

**The Chairman closed the meeting at 20.05**

**Date of Next Meeting Tuesday 4<sup>th</sup> July 2023 @7.30pm**

**Signed.....**