

Week St.Mary Parish Council

6th March 2016

I hereby give notice that a meeting of the Week St.Mary Parish Council will be held at the Methodist Sunday School Room on **Thursday 10th March 2016 at 7.30pm**. Documents can be viewed from 7.15pm

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Yours faithfully,

Esther Greig

Esther Greig
Clerk

Agenda

- 1. Public question time** (15 minutes allowed for this)
 - 1a. To receive County Councillor's report on Matter's Arising**
- 2. To Note Councillors present**
- 3. To Receive Apologies for absence with reasons**
- 4. To Receive Declarations of Interest & Approve Dispensations**
- 5. To Approve the Minutes of:**
Ordinary Meeting Thursday 11th February 2016
- 6. To Receive Clerk's report on Matter's Arising:**
Football club insurance for grass cutting
- 7. Planning**
Any late applications received will be discussed under this section
 - 7a. To discuss and make a Consultee comment on Application:**
PA16/00923. Green Acre. Mr & Mrs W Hannaford. Proposed extension with the inclusion of a balcony at first floor level on the east elevation. Construction of a garage and creation of new entrance.
PA16/01197. Land at Stewarts Road. Mr D Coles. Outline application for the demolition of an existing agricultural building and the construction of four dwellings.
- 8. Portfolio Reports:**
To **discuss** portfolio holders so Clerk has clarity for standing items on agenda
To **elect** a planning portfolio holder
To **elect** a finance portfolio holder
Playground – skate board ramp damaged by wind. To **resolve** to instruct a contractor to repair. Not covered by PC's insurance; only public liability.
Footpaths –
Highways -
- 9. Correspondence**
 - 9a. For Action**
 1. Cornwall Council – Local Devolution Fund. Any services PC wish to take on from CC?
 2. SWW – Letter regarding water use at public conveniences.

9b For Information

1. Good Energy – Big Field Wind Farm. Appeal Supplementary Environmental Information
2. CALC – AGM 11/3/16 Truro 7pm.
3. Tower Mint – Commemorative medal

10. Agenda Items

1. To **finalise** the date and agenda for the Annual Parish Meeting,
2. To **sign** the 2 copies of the Contract of Employment for Esther Greig, Clerk
3. To **resolve** to appoint Linda Mason as Internal Auditor
4. To **resolve** upon a playground surface from the review of quotes and to **resolve** to instruct a contractor.
5. To **resolve** to appoint a weed spraying contractor from tenders received.
8. To **discuss** the Clerk's request for a pension. To **resolve** to pay 3% of salary from April, via DD £10pcm with balance paid annually in arrears, to Clerks personal pension with Standard Life.
9. To **discuss** the Queen's 90th birthday celebration.
10. To **resolve** to accept the CC LMP footpaths contract 2016 and to **complete** the signed acceptance
11. To **resolve** to instruct a footpaths contractor for 2016 season
11. To **discuss** paperless planning. System to be used from April. Update on internet access in MSR.
12. To **discuss** co-option procedure for new Councillors. 1 expression of interest received by Clerk.
13. To **discuss** the WSM Magazine article. To **decide** on style and content.
14. To **resolve** to install push taps in the public conveniences and to instruct a contractor – no tenders received by Clerk.
15. To **discuss** maintenance procedure for Parish assets so Clerk has clarity for urgent and non-urgent incidents.

11. Accounts

Balances 5th February 2016

Current Account	£ 13,518.07
Reserve Account	£ 1,000.10
Monmouth BS	£ 8,410.10

11b. To approve Accounts for Payment

Esther Greig	Clerk Wages	001361	£387.40
Esther Greig	Clerk Mileage	001361	£29.70
WSM Football Club	Grass Cutting – playfield	001362	£325
EDF	Electricity Playfield	DD	£20

To note Income

SWW	Goodwill gesture towards excessive bill	£40
Cormac Ltd	LMP footpaths	£30
WSM Football Club	Playfield running costs	£38.76
Public Conveniences	Donations March	£tbc
HMRC	VAT reclaim	£832.65

12. Items for April's Agenda.

Equal Opportunities Policy

Grants Policy

Maintenance of notice board and war memorial.

Insurance renewal - review fixed assets register. To include playground equipment?

Annual Dinner

Defibrillator

Calendar of PC meetings 2016-17

To **resolve** to update the emergency plan.

To **resolve** to apply for the existing emergency plan grant from CC.