



# St Stephen in Brannel Parish Council

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23 February 2022

## To all Members of St Stephen in Brannel Parish Council

Dear Councillor,

You are hereby summoned to an ordinary meeting of St Stephen in Brannel Parish Council to be held **in the Brannel Room, 22 Fore Street, St Stephen** on Wednesday 2<sup>nd</sup> March 2022 at 7pm for the purpose of transacting the business stated in the agenda below.

Yours faithfully,

*LCRanger*

Linda Ranger PSLCC Cert HE  
Clerk & Responsible Finance Officer

**Note:** Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.

Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), Council is unable to make any decision on matters not listed within the agenda.

## AGENDA

- 1 **Apologies for Absence**  
To receive apologies for absence and note apologies not received
- 2 **Declarations of Interest**
  - a) Pecuniary Interests: To receive Declarations of Pecuniary Interests as declared on the Register of Interests.
  - b) Non-registerable Interests: To receive Declarations of Non-registerable Interests.
  - c) Dispensations: The Clerk will consider and report on any requests for dispensation in line with the Council's Code of Conduct.
  - d) Gifts & Hospitality: To declare any gifts or hospitality in line with the Council's Code of Conduct.

- 3 **Public Participation**<sup>1</sup>  
To hear from members of the public who wish to make representations, answer questions and give evidence in respect of the business on the agenda. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- 4 **Cornwall Councillor Reports**<sup>2</sup>  
To receive and note written reports from Cornwall Cllrs Peter Guest and Mike McLening, and ask questions on the content.
- 5 **Covid**  
To consider and discuss the current risk to councillors and staff and resolve action required.
- 6 **Scheme of Delegation**  
a) To resolve to ratify any decision made by the proper officer under the temporary scheme of delegation.  
b) To resolve to revert back to the adopted scheme of delegation.
- 7 **Full Council Meeting Minutes**  
To receive and resolve to adopt the minutes of the ordinary meetings held on Wednesday 1<sup>st</sup> December 2021 and 4<sup>th</sup> January 2022 to allow the presiding Chairman to duly sign.
- 8 **Committee Meetings Minutes**  
To receive the minutes of the following committee meetings and approve any recommendations therein:  
Planning – 8<sup>th</sup> December 2021
- 9 **Neighbourhood Development Plan Update**  
To receive the minutes from recent meetings, to receive an update from the Steering Group Chairman and resolve any action required.
- 10 **Clerk's Report**  
To receive a verbal report from the Clerk on any matters arising from previous minutes, meetings attended by officers and future dates for the diary. For information only.
- 11 **Parish Councillor's Reports**  
To include an update on any meetings attended by Members as representatives of the Parish Council and future dates for the diary. For information only.
- 12 **Financial Matters**  
To approve expenditure payments.  
To note income.  
To approve any transfers of funds.  
To note account balances.  
To note the latest bank reconciliations.
- 13 **Correspondence**  
To receive details of, and consider, correspondence including invitations, received up to the time of the meeting.
- 14 **Consultations**  
a) To receive details of, and appoint members to respond to, any consultations received up to the time of the meeting.  
b) To receive and approve responses to previous consultations.
- 15 **3rd Quarter Accounts**  
To receive the 3<sup>rd</sup> quarter account, ask questions and resolve any action required.

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<sup>1</sup> Standing Order 3f: Total time allowed will be 15 minutes (limit of 5 minutes per person) which may be varied at the discretion of the Chairman.

<sup>2</sup> Standing Order 3l: Total time allowed will be 15 minutes which may be varied at the discretion of the Chairman. The reports are for information purposes only

- 16 **Virement of Funds**  
To receive a report on the year end virement of funds and resolve action required.
- 17 **Interim Internal Audit Report**  
To receive the aforementioned document and resolve any action required.
- 18 **Community Benefit Fund Grants**  
To receive an update from organisations that haven't spent the funding within the allocated time period and resolve any action required –  
Tregargus Trust
- 19 **Strategy Plan 2022-2025**  
To receive and resolve to adopt the final draft of the Strategy Plan 2022-25
- 20 **Standing Orders**  
To receive suggested changes to the aforementioned document and resolve action required.
- 21 **Financial Regulations**  
To receive suggested changes to the aforementioned document and resolve action required.
- 22 **Framework Convention for the Protection of National Minorities**  
To receive correspondence on the aforementioned and resolve action required
- 23 **20's Plenty for Cornwall**  
To receive correspondence on the aforementioned speeding campaign and resolve action required
- 24 **Commemorative Jubilee Newsletter**  
To resolve to approve the estimate for the production and distribution of the aforementioned newsletter at a cost of £1,900.85
- 25 **Grass Cutting Service Level Agreement**  
To review the aforementioned document, the areas within and resolve action required.
- 26 **Local Maintenance Partnership 2022-23**  
To receive the offer of £2,549.85 for the cutting of Public Rights of Way (ProW) in the Parish and resolve action required.
- 27 **Confidential Matter(s)**  
To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting, and that the live streaming and any recording cease, during the consideration of the following item(s) of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted-

**Staffing Matter(s)**