



Notice of Meeting

To: The Chairman and all members of the Parish Council. You are hereby summoned attend the next meeting of the Parish Council, to be held at **7pm on Monday 18 December 2023** in the Parish Council Chamber, Chyanhale, Ponsmere Valley, Perranporth, TR6 0DB. 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.

Amanda Lash, CilCA
Parish Clerk
13 November 2023

Agenda

1. To **note** Councillors present.
2. To **receive** apologies for absence with reasons.
3. To **receive** any declarations of interest and approve dispensations.
4. **Public question time** (15 minutes allowed for this)
5. To **receive** and **approve** the minutes of the previous meeting: 27 November 2023 (attached)
6. To **receive** Clerk's report
Matters arising from the minutes. S106 application successful for Skatepark £91k. Liaising with Cornwall Council regarding the (Off Street Parking Places) Order 2024. Site meeting with Daryl Hill regarding Droskyn. Hoping to get new drawings for tender documents early in the New Year. Met with Cllr Rogers, Jan from EAD Solutions and Ivan from Natural Regeneration regarding drainage. Percolation tests will be carried out early in the New Year. Tenders received for Skatepark pre-site works and drainage. Will be on agenda for January with a proposed start date of March to enable skatepark works to take place May/June. Ticket machines have been installed at Goonhavern Park and Bolenna Park. No enforcement planned until April 2024.
7. To **note** any reports from Cornwall Councillors
8. **Correspondence**
 - (a) Confirmation of £5,000 grant from the Perranporth Garden Charities towards the stop-ball fence for the skatepark project.
 - (b) Email from Cornwall Council regarding the Monumental Improvement Project.
 - (c) 2024 Off-Street Parking Order proposals (does not affect Perranzabuloe Parish).
9. To **note** November 2023 accounts.
10. To **note** payment schedule for November.
11. To **resolve** on adopting the Terms of Reference for the Planning Committee.
12. To **resolve** to adopt the following policies:
 - (a) Risk Assessment Policy 2023.
 - (b) Risk Management Strategy 2023.
13. To **resolve** on the Car Parking (Off Street Places) Order 2024 to include amendment to 6.11 - Rover/CC permits and references to Blue Badges/Disabled Permits in our car parks.
14. To **resolve** to pay Simon Lawrence Builders, £16,908.74 for works to the gabions out of Cliff Maintenance EMR.
15. To **note** the Public Spaces & Services draft minutes and **resolve** on the following recommendation:

- (a) To **resolve** to transfer contract to Biffa for Street Cleaning/Cornwall Council bins and to keep Parish Ranger on current contract. Staffing to review and discuss any potential contractual changes.
 - (b) To **resolve** to purchase electric vehicle (Peugeot xExpert 50kwh Professional) in this financial year (£32,760).
16. To **note** Finance & Operations Draft Minutes and clarify questions/agree recommendations below:
- (a) To **resolve** on moving from RBS to Scribe Accounts (cloud based) at a total cost of £1,619 from 1 April 2024.
 - (b) To **resolve** on moving from Microsoft Payroll to SAGE (cloud based) at a cost of £50 per month from 1 April 2024.
 - (c) To **resolve** on the use of Google Workspace or Office 365 and agree on associated costs and actions, including a training budget of £1,500 and IT support.
 - (d) To **resolve** on moving from ITEC to Voipphone at a cost of £48 per month subject to broadband requirements.
 - (e) To **resolve** to transfer £100k from the Lloyds Rent Account to Lloyds 32-day Account
 - (f) To **resolve** to transfer £100k from the Lloyds Rent Account to Lloyds 95-day Account
 - (g) To **resolve** on adopting the Property Portfolio and Disposal of Council Land Policy
17. To **note** the Staffing Minutes 11 November 2023 and **resolve** on recommendations:
- (a) To **resolve** to employ an extra member of office staff, SCP13, 20hrs (Monday to Thursday 9am – 2pm, at a cost of £18,124 (including pension, PAYE/NI), 1-year fixed term/permanent, subject to budget.
 - (b) To **resolve** on **adopting** the Use of Council Vehicle Policy.
18. To **receive** any reports/updates from Outside Bodies (CAP, Memorial Hall, Garden Charities)
19. To **discuss** the 2024/25 Budget following previous Committee and Full Council resolutions regarding expenditure.
20. To **note** date of next Full Council Meeting: Monday 29 January 2023
- Items to be discussed:
- Finalise Budget 2024-25**
 - Quotations for Skatepark pre-site works/drainage**
 - Quotations for Acoustic Fencing Skatepark**
 - Youth Hostel**

Extra Ordinary Meeting – 8 January 2024