



**MINUTES OF THE AGM MEETING OF MICHAELSTOW PARISH COUNCIL
HELD IN THE CONFERENCE ROOM AT TREGAWN FARM at 7.30 PM on
THURSDAY APRIL 6TH 2023**

1 of 2

Present at meeting: Cllr. Richard Whitby, Cllr. Robin East, Cllr. Anthony
ffrench Blake, S. Mitchell the clerk.

Item	<i>Discussion / decision</i>
1. Public Session	Cllrs. voted that Cllr East take the chair for this meeting. The financial report would be included with item 7 as the annual parish audit was underway. There was no Chair's Report.
2. Declaration	Parish council members made no declaration of interest
3. Apologies	There were apologies from Cllrs. Marshall and Jago.
4. Minutes	The Minutes of the previous Parish Council Meeting held on March 2 nd were deemed correct and signed by the chair: [minutes page]
5. Matters arising	<ul style="list-style-type: none"> • planning control issue: although the complainants had emailed the clerk again asking for action, the council agreed that there was no further action they could take and that they would await the outcome of the enforcement investigation process. • footpath way markers: still in hand, held over for Cllr. Jago • defibrillator in the parish: the clerk had emailed both St. Breward and St. Maybyn Parish Councils to find out their council involvement but no information was forthcoming. The parish council agreed that given the 400 metre range of the device, it was not of benefit to all members of the parish and therefore action for installation in Treveighan would need to come from the parishioners themselves • planning for King's Coronation event May 8th: It has been specified by Bruno Peek, Buckingham Palace's Pageant Master, that no beacon fires were to be involved in the King's Coronation celebrations. Cllrs. asked the clerk to get a minimum order of Coronation mugs for young people [and for sale in the parish] and design posters to advertise their distribution. As the emphasis for celebration is on localised street parties the council agreed that residents should organise this themselves • letter concerning bikers on the B3266: Cllr ffrench Blake had drafted a letter to police authorities concerning bikers racing on the B3266 at weekends. The council verified this letter and the clerk agreed to research the authorities to which it would be sent
6. Planning Matters:	PA23/01990: Application for Lawful Development Certificate, Land East of Little Orchard, Maswell Lane, St Teath – > by 12 th April. The parish council were happy to approve this application 6a. Planning applications received after publication of agenda. None



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<p>7. Financial matters:</p>	<p>a. Bank Balance: to March 27th is £2190.42. The clerk had received the County Council remittance of £3750 payable April 6th. £5940.42</p> <p>b. Salary and payments: clerks salary paid in arrears by SO£ 409.92</p> <p>clerk's annual office expenses: £ 248.99</p> <p>ICO GDPR charge £ 40</p> <p>Annual hire of conference room for meetings £ 260</p> <p>Cornwall ALC subscription £ 177.41</p> <p>DM Payroll Services Annual Payment £ 120</p> <p>c. Audit: Cllrs. verified the replies the clerk had made to the Internal Auditor's questionnaire and agreed the annual accounts. The Internal Auditor had selected sample invoices and bank statements and these had been sent along with the final March 23 balance figure of £2190.42. Additionally the parish council approved:</p> <ul style="list-style-type: none"> • the Financial Risk Assessment documentation • risk assessment on the parish council assets list • exemption from external audit form <p>the above documents can be accessed on this link: http://www.parish-council.com/michaelstow/index.asp?pageid=707424</p>
<p>8. LMP & maintenance:</p>	<p>The purchase order number for the LMP precept from Cormac has been issued [£315.21] and the clerk would claim this during the following month</p>
<p>9. Community: Network / Correspondence:</p>	<p>Nothing to report</p>
<p>10. Parish Matters & AOB:</p>	<p>a) Register of Housing Need for Michaelstow – held over pending Cllr. Fairman attendance</p> <p>b) Cllr Whitby was concerned that land on the corner of the B3266 with the Fentonadle turn was being unlawfully developed as polytunnels and caravans were appearing there without any reference to planning. Council members asked the clerk to investigate</p>
<p>11. Date of next Meeting:</p>	<p>The date of the next meeting is Thursday March 4th at 7.30</p>
<p>12. To Close</p>	<p>The chair closed the meeting at 20.25</p>

Meetings dates for 2023, May 4, June 1, July 6, August 3, September 7, October 5, November 2, December 14.