**Chairman**: Mr R.V. Jarratt
. **Parish Clerk:** Ms Jacqui Peskett
A209 Victoria Advent House Station Approach
Victoria, Roche PL26 8LG
**Telephone:** 01726 210138
**Email:** clerk@stbreockparishcouncil.gov.uk

**7th May 2025**

To all Members of St Breock Parish Council, you are hereby summoned to attend the Annual Meeting of the Parish Council, to be held at 7.30 pm (following on from the Annual Parish Council Meeting at 7pm) on Wednesday 14th May 2025 **Trewithen Room, Pavilion, Royal Cornwall Showground Wadebridge, Cornwall** for the purposes of transacting the following business:

Jacqui Peskett
**Clerk to St Breock Parish Council**

**AGENDA - Please Note: This meeting may be recorded.**

1. **Persons Present/Apologies:** To **note** persons present and **receive** apologies for absence.

2. **Declarations of Interest:** To **receive** Declarations of Interest Register both registerable and non-registerable under the Code of Conduct (to declare interests on agenda items), to issue dispensations (if required) & to declare gifts over £50.**To complete new Register of Interest forms as under the Code of Conduct.**

3. **Election of Chair for the year 2025/26:**
To **receive** the Chairman's Declaration of Acceptance of Office or, if the Chairman is not present, to resolve that such Declaration be made at or before the next Ordinary Meeting of the Council.

4. **Election of Vice Chair for the year 2025/26:**
To **receive** the Vice Chair Declaration of Acceptance of Office or, if the Vice Chair is not present, to resolve that such Declaration be made at or before the next Ordinary Meeting of the Council.

5. To **receive** the Parish Councillors' Declaration of Acceptance, to confirm Declarations received before the start of the meeting, if a Councillor is not present, to resolve that such Declaration be made at or before the next Ordinary Meeting of the Council.

6. **Public Participation: To receive** comments from Members of the public (10 minutes allowed for this item).

7. **Cornwall Councillors Report**: To **receive** a report on the business of Cornwall Council.

8. **Meeting of Council: Minutes 9th April 2025:** To **resolve** that the Minutes of the meeting, having been previously circulated and taken as read, be approved and signed. To **note** any matters arising from these Minutes.

9. **Planning Applications for consideration:** To **receive** any Planning Applications and **respond** to the Planning Authority accordingly: none at the time of setting this Agenda.

**Construction of steel framed storage shed**
Carhart Farm St Breock Wadebridge Cornwall PL27 7HZ
Ref. No: PA25/02411 | Received: Wed 26 Mar 2025 | Validated: Fri 04 Apr 2025 | Status: Pending

**Conversion of bungalow to dormer bungalow with rear kitchen extension.**
Rocklands Whitecross Wadebridge Cornwall PL27 7JB
Ref. No: PA25/02356 | Received: Tue 25 Mar 2025 | Validated: Sun 13 Apr 2025 | Status: Pending

**Temporary siting of a prefabricated lodge for farmworker**
Land South West Of The Old Toll House Whitecross Wadebridge Cornwall PL27 7JQ
Ref. No: PA25/01511 | Received: Tue 25 Feb 2025 | Validated: Thu 10 Apr 2025 | Status: Pending

**9.1 To consider and make comment on any planning applications received after the date of this agenda.**

**9.2 To note Planning Decisions, approved or refused by Cornwall Council:** (Appendix B)

**9.3 Planning – June 2025**: As there is no scheduled meeting of the Parish Council. To **approve** that the Parish Council will consider any Planning Matters by email whereby an extension on the date for comments cannot be obtained.

**10. Reports/Meetings:** To **receive** information and **resolve** a course of action if appropriate:

**11. Parish Matters and Matters to be brought to the attention of the Council:** To **receive** information and **resolve** a course of action if appropriate.

**12. Policies**: to **receive**, approve and adopt the Councillor Co Option Policy (previously circulated).

**13. Finance:** To **resolve** and adopt the Financial Accounts.

| Date of Issue | D/D or BACS | Payee | Nett Amount | VAT Element | Gross Amount | Services |
|---|---|---|---|---|---|---|
| 14.05.25 | BACS | Ms J B Peskett | £784.20 | £0.00 | £784.20 | Clerks Salary |
| 14.05.25 | BACS | Ms J B Peskett | £71.19 | £0.00 | £71.19 | Clerks Expenses |
| 14.05.25 | BACS | HMRC | £280.48 | £0.00 | £280.48 | PAYE/NIC |
| 14.05.25 | BACS | Duchy Defibs | £205.00 | £41.00 | £246.00 | Annual Monitoring Fee (Burlawn) |
| 14.05.25 | BACS | Carolyn May | £235.00 | £0.00 | £235.00 | Internal Audit |
| 14.05.25 | BACS | RCAA | £110.00 | £22.00 | £132.00 | Room Hire |
| 14.05.25 | D/D | Seadog IT | £29.99 | £0.00 | £29.99 | Website Hosting |
| 14.05.25 | D/D | Google Ireland | £60.00 | £0.00 | £60.00 | GMAIL |

**N.B any additional payments received after the publication of the agenda will be added.**

**13.1 Finance:** To **resolve** and adopt the Financial Report (Appendix C).

**14 To CONSIDER and APPROVE: the Internal Audit year ending 31st March 2025.**

**15. To RECEIVE and APPROVE: End of Year Audit (External Audit – AGAR)**

**15.1 Audit 2024/25** – to receive and approve the **Annual Governance Statement** for the Financial Year ending 31st March 2025 for submission to BDO LLP

**15.2 Audit 2024/25**– to receive and approve the **Annual Accounting Statement** for the Financial Year ending 31st March 2025 for submission to BDO LLP.

**15.3 Audit 2024/25**– to receive and approve the **Conflict-of-Interest form** for the Financial Year ending 31st March 2025 for submission to BDO LLP.

**16 Payments – June 2025**: As there is no scheduled meeting of the Parish Council. To **approve** that the Clerk is able to make payments for retrospective approval at the July meeting.

**17. Correspondence:** To **NOTE** and **RECEIVE** and add items for the next Agenda if necessary.

**Date of next meeting:** 9th July 2025 (there is no scheduled meeting in June).

**To close the meeting:** With no further business, the Chairman will close the meeting.