

LANREATH PARISH COUNCIL MEETING MINUTES

Date of Meeting

21st November 2023 commencing 19.30

Present

Cllr Peter Bartram, Cllr Sue Cave, Cllr John Gundry, Cllr David Heard – Vice-Chairman, Cllr Eileen Lee, Cllr Peter Seaman – Chairman, Cllr Stephanie Vickery, Cllr John Williams, Mrs Rebecca Warren - Clerk

One member of the public in attendance.

The Chairman opened the meeting and welcomed everyone.

1. Apologies

Cllr Julie Tamblyn.

2. Members of the Public are invited to address the Council

PCSO Cocks had sent an email report to the Clerk which was read out:

“Please accept my apologies for my non-attendance at this month’s Parish Council meeting.

From 01/10/2023 – 31/10/2023 there were 4 crimes inc. 3 thefts from vehicles (catalytic converters & dash cam stolen overnight which was part of a series throughout Cornwall) and a dog out of control.

I note that the BMW that was parked on the verge at Trevollard has at last been removed.

I attended the meeting at Bocaddon regarding the issue of speed and no doubt you will be updated by the Parish Councillors also in attendance. I have spoken to the management at Stonerush Lakes, as requested, and they have agreed to also put up signage regarding driving safely on the lanes.

Numerous patrols have been conducted around the parish and all was found to be in order.

If there are any questions or matters arising for my attention then please contact me in the usual manner.”

3. Disclosure of Interests

None.

4. To approve the minutes of the meeting held on the 17th October 2023

Cllr Cave proposed that the minutes be approved, seconded by Cllr Vickery and agreed unanimously. Chairman signed the minutes.

5. County Councillor's Report

None in the absence of Cty Cllr Martin.

6. Matters arising

- Community Garden – access and condition of gates

Chairman reported to the meeting that upon inspection the gates at the Community Garden were in a very poor state of repair after the recent storms, and were no longer serviceable. He had therefore secured the entrance and the gates with a length of rail and paling fence.

- Unauthorised building in the parish – enforcement process

Chairman reported that he had inspected the site from an adjacent property when the owner of the land the subject of the report happened to be there. He was told that both Planning Enforcement and the Environment Agency had attended and no issues had been raised. Chairman intends to follow this up with Planning Enforcement and will report further to the next meeting.

- Post Box at the Village Shop

Chairman reported that this is still ongoing regarding the siting of the new box. To be reviewed at the next meeting.

- Incident on the road to Stonerush Lakes

Cllr Cave reported that she and the Vice-Chairman, together with Will Glassup (CORSERV), complainant parishioners, PCSO Cocks, and Cty Cllr Martin had met on site. There had been a further incident just prior to the meeting, where another vehicle had sustained damage by apparently taking the bend too quickly and colliding with the grassy triangle at the junction, and then the opposite bank, leaving debris in its wake. The house owners heard the collision, and came out, but the vehicle did not stop.

The meeting was constructive, and Will Glassup proposed that when funds were available (next financial year) three warning signs/poles could be placed on the grassy triangle, and double bend warning signs placed either side of the bend on the verges beside the lane, to warn approaching vehicles of the hazard. In addition, when weather and finances permit, the junction markings on the bend be renewed so as to be much more visible than currently – where in places they have completely worn a way.

PCSO Cocks in the meantime has attended Stonerush Lakes and advised the management of the need for all drivers to and from their site to take particular care along the lane, and Stonerush have said that they will put signage up by their entrance/exit to this effect.

Chairman thanked Cllr Cave and Vice-Chairman for attending, and the meeting agreed that the matter should be reviewed in March just before the start of the new financial year.

- Contents of loft of Village Hall

Chairman had circulated his detailed list of the numerous documents that had been recovered, Some documents were clearly required to be retained for legal purposes in the Parish Council archive – insurance documentation and the Village Green registration documentation. The Chairman had handed such documents to the Clerk. As for the rest, Chairman considered that in view of the large number this should be held over for discussion at the January 2024 meeting, and in the interim Councillors could consider the list in greater detail.

Vice-Chairman will in the interim ascertain the position regarding data protection legislation, as some of the documents proposed to be archived may contain personal information.

Agreed to be held over to the next meeting.

- Polling District and Polling Places Review

Clerk had responded by the closing date, and advised that the School House is now a private residence.

- Code of Conduct You Tube link

Clerk had re-sent this to all Councillors.

- Light for Village Shop path

Chairman reported that he had contacted the electrician who originally installed the light and was awaiting his attendance on site. He will chase this up. Cllr Bartram reported that he had been advised that there was water leaking into the junction box in the store at the Millennium Building. Chairman will investigate further.

- Mess from nesting swallows at the Millennium Building

As discussed at the October meeting, this will be dealt with before the birds start to nest next year.

- Letter to Cty Cllr Martin regarding Planning Enforcement delays

Clerk had sent this out.

- The Parish News

Clerk submitted summary of September and October (as amended) minutes on 14 November.

- D Day 80 – 6 June 2024

Cllr Vickery reported that she was making progress with regard to possible commemorative events in the parish. She is co-ordinating with a number of different groups and individuals in the village, and endeavouring to secure grant funding for any proposed events. It is likely that there will be something going on in the village on the Saturday, and possibly a concert, bonfire, and fish and chips evening. Nothing has been finalised as yet, but she will keep the Parish Council informed.

Chairman advised that special permits may be required for certain events/activities, and great care would have to be taken with a bonfire regarding safety, and wildlife. There is no beacon in the parish.

The Ribbon of Poppies (see agenda item 12) as suggested by The Veterans Charity is something that could be done perhaps with the assistance of the Gardening Group – Cllr Vickery will make contact with them in this regard. It may be possible to utilise the verge by the Village Hall where the Queen's Jubilee tree is planted for this purpose.

7. Correspondence

All correspondence received via email unless otherwise indicated; all circulated by the Clerk, or the Chairman, to Councillors.

Cornwall Council

- Weekly planning lists
- CAP Community Capacity Fund application consultations, annual rough sleeper count request for volunteers, notification of meeting date, and update on Storm Ciaran -14, 23, 26 October, 1, 9 November
- Town and Parish Council Newsletters – 9 October, 3 November
- East Sub-Area Planning Committee Meeting 30 October cancelled – 11 October
- Town and Parish Council finance briefing notes slides: 12 October – 12 October
- Liskeard & Looe CNP Highways schemes – 18 October
- Community Levelling Up Grant Information Events – 25 October
- Cornwall Community Flood Forum Conference 3 November – 26 October
- Planning News for Local Councils and Agents – 30 October
- Postponed – Grants for Communities – Information and Workshop Event, Falmouth – 1 November
- Affordable Housing Newsletter Nov 2023 – 2 November
- Precept documentation – 8 November

Other

(Any correspondence of community interest has been uploaded to the Parish website/linked to Facebook by Chairman and Cllr Gundry)

- The Rural Bulletins – 10, 17, 24 October, 7 November
- Rural Funding Digest September 2023 – 2 November
- Email enquiry from member of the public – forwarded by Chairman to Village Hall Bookings Clerk – 17 October
- Lanreath Village Hall Newsletter October 2023 – 19 October
- Councillor Advocate seminar 21/11/23, 101 call back service etc – 25 October

- Economic Development in South East Cornwall – Parishes Working Together? proposed meeting 22 November – 27 October
- CALC emails – 13 October, 2, 3, 7 November
- Ocean Housing Newsletter – 7 November
- NALC introduction to the Local Council Award Scheme: LCAS – 8 November
- SW Hygiene regarding Lanreath Public Toilet – 8 November
- Nature Recovery & farming in Cornwall – 10 November
- Street cleaning for smaller parishes in Cornwall – 11 November

8. Councillor Vacancy co-option

Chairman's motion to move to Part 2 was unanimously agreed. When the meeting re-convened Chairman proposed that Shelley Honeyman be co-opted onto Lanreath Parish Council, seconded by Cllr Vickery and unanimously approved. Ms Honeyman was duly co-opted as Councillor.

9. Archive documents from Richard Pugh

Chairman proposed that one file be retained for the Lanreath Parish Council archive, and the other documents he had retrieved be handed over to Lanreath Community Association – as they were regarding the creation of the village shop. Seconded by Vice-Chairman and approved by the meeting.

10. Plant stand outside Lanreath Shop

Chairman had received a request that the Plant Stand be re-sited near to the Millennium Building, beside the low Cornish hedge between the two paths. This is because the Punch Bowl Inn owner requires it to be removed from the car park. On its proposed new site, the Plant Stand would be covered by the shop security camera, be shaded by the horse chestnut tree, and have access to a tap close by. The site is sloping but the Plant Stand owner would arrange and pay for any ground works necessary. The Plant Stand would not be the responsibility of the Parish Council.

After some discussion it was generally agreed that the Plant Stand is an attractive addition to the shop facilities, and that provided there was no cost to the Parish Council the re-siting was acceptable. Chairman proposed that the re-siting be approved, as suggested by the owner, and Cllr Cave seconded – unanimously resolved.

11. Lanreath Parish Council authorised bank signatories and additional card and card reader authorisation

Clerk reported that as of this evening she had all necessary forms signed ready for submission to the bank to enable Cllr Cave to have access to online banking, and for Chairman and Vice-Chairman to be full account signatories in place of Daniel Pugh and Cllr Lee – who has proffered her resignation. By the next meeting the bank should have actioned the Parish Council's instructions.

12. D Day 80 – 6 June 2024 – Ribbon of Poppies (CAP email 6 November)

The meeting was reminded by the Chairman that this had been discussed earlier. To be reviewed at future meetings.

13. Planning PA23/08881 – alterations and extension to dwelling including first floor garden access and garage roof terrace, with associated works. Beara Barn, Herodsfoot. Consultee comments to be submitted by 27 November 2023

Chairman took the meeting through some of the documents submitted with the application, in particular the elevations drawings showing what the proposed works consisted of, and their location to the rear of the property, wholly out of view from the lane.

There followed some discussion, and positive comments about the proposals. Cllr Cave proposed that Lanreath Parish Council supports the application, seconded by Chairman, and unanimously agreed. Clerk tasked with submitting consultee comments to Cornwall Council Planning.

14. Town and Parish Council Martyn's Law Briefing 9th November

Cllr Gundry had attended this briefing and read out parts from his written report, which he advised would be circulated to all Councillors by the Clerk. He had hoped to also circulate the slide pack which came with the briefing notes, but a privacy notice had given him cause to question whether he could do so. He had been advised that it could be circulated to Councillors, but not promulgated to the wider community, for example, by uploading to the parish website.

Martyn's Law will require venue operators and event organisers to be aware of, and implement, their legal obligations regarding terrorism protection under the new legislation. The Village Hall Management Committee should be made aware of this legislation – Cllr Vickery noted this. On the present information it would appear to preclude Lanreath Parish Council itself save in the unlikely circumstance that it organises an event likely to have 100 or more attendees. The legislation is unlikely to be enacted before mid to late 2025.

Cllr Gundry proposed that his notes and the slide pack be circulated to all Councillors, seconded by the Chairman and unanimously agreed. Clerk so tasked. Matter to be further considered at the January 2024 meeting.

15. Asset Inspection report – Cllr Williams

Cllr Williams reported that the grass would require one more cut this year at Carlyon Close, Millennium Green and the Community Garden. He had inspected the Play Area and found all the equipment to be in good condition.

Chairman advised the meeting that Cllr Williams had tendered his resignation with immediate effect, and so another Councillor will need to take on the role of Asset Inspection – to be considered at the January meeting.

16. Village Hall report – Vice-Chairman

Vice-Chairman deferred to Cllr Vickery who is a member of the Village Hall Management Committee. Cllr Vickery advised the meeting that the Village Hall would be increasing its hourly hire rate to £11. Excluding the roof, other associated repairs would be costing £30,000, and it was likely that there would be a need for some additional monies to help with cashflow, therefore a loan had been applied for. It has been suggested that the Village Hall has a link to the Topsy Cow website to help attract new hirers.

Chairman commented that he felt that the Village Hall Management Committee had done very well with such a major repair project.

17. Community Area Partnership (CAP) report

Vice-Chairman informed the Parish Council that there had not been a full CAP meeting since his last report, the next is scheduled to take place on 5 December 2023. He gave brief details of a workshop he had attended regarding the Community Capacity Fund, and Community Levelling Up Programme (CLUP), the latter of which to date has yet to pay out to any project in our area. This is a problem when funds have to be distributed by the end of December 2024, which could mean that if the CLUP-allocated funds have not been paid, it would make it difficult to justify payments in the next batch over the following three years.

Vice-Chairman will continue to deal with the funding application requests for comments as previously – by circulating to Councillors and responding on behalf of the Parish Council.

18. Climate Change and report on Clean Air for Cornwall: engagement workshop

Clerk reported that there should have been a face-to-face meeting regarding Clean Air for Cornwall in October after the last meeting – but no date/venue had been sent to her.

Cllr Cave reported to the meeting that she had been in touch with Dr Tim Jones the Chief Executive Officer of Community Energy Plus (CEP), and that as he had suggested she had looked at their website to select information that may be useful to Lanreath parishioners. On the CEP site there are many leaflets covering multiple topics, which are “page turnable” making them easy to read online. Subjects covered included, amongst others, Saving Energy and Money, Draught Proofing, Floor Insulation, Heat Pump FAQs, and Solar Power FAQs. Cllr Cave will send a link to the Chairman to upload to the environment page of the parish website.

CEP have a team of outreach advisors who are available to give community talks, run energy clinics, and provide training/workshops on low carbon efficiency etc.

The next meeting of the South East Cornwall Climate Change and Nature Recovery Group is in January or February 2024. In the interim the organiser of the group from Cornwall Council is obtaining e-mail permissions from group members so that they can communicate within the group.

19. Budget 2024/25 and Precept

Chairman had drafted and circulated to all Councillors a proposed Reserves Policy to be published on the website, if approved, to communicate and explain the reason for the Reserve to the community. Councillors confirmed that they had read through the document and all felt it was well drafted. Chairman proposed that it be adopted, Cllr Gundry seconded and all agreed. Chairman will upload to the Parish website.

Chairman then proposed a motion to move to Part 2, seconded by Cllr Cave, and agreed by all. The Clerk left the meeting. Upon the meeting resuming Chairman proposed and Cllr Bartram seconded an increase in the Clerk’s contractual hours to 38 per month. Unanimously approved. Chairman advised Clerk that where possible in future, extraordinary meetings would be self-minuted by Councillors.

The Budget drafted by the Chairman had been reviewed by the meeting and the Chairman proposed that the Budget as drafted be adopted, save in circumstances

where a referendum limit is imposed on Parish Councils in the Provisional Local Government Finance Settlement for the year 2024/25 tax year, expected to be announced in December of this year, in which case the Reserve provision in the Budget would be adjusted to take account of any constraints imposed by the referendum limit. The precept to be £17,930. Seconded by Vice-Chairman, unanimously resolved. Clerk tasked with completing and submitting the precept application to Cornwall Council by no later than 31st December 2023, but after the Provisional Local Government Finance Settlement for 2024/25 has been published. Chairman tasked with finalising the Budget document for circulation and publication online.

20. Finances

The Clerk had circulated the October bank statements, bank reconciliations and year-to-date figures, and full details of expenditure expected before the next meeting. There were two additional items that had previously been approved for payment but that would be coming up in December – Ladybirds have requested the deferred donation of £318, and the Christmas tree will be purchased for the Millennium Green - £114 approximately. VAT reclaim has been submitted and the refund should be received before the next meeting. Chairman proposed that the Clerk's request for payments and inter-account transfer be approved. Seconded by Cllr Gundry and unanimously agreed.

21. Parish Problems

A report had been received from SW Hygiene that on at least two occasions inappropriate items had been placed in the sanitary waste bin at the village toilet, specifically, full urinary catheter bags. Chairman has placed a notice asking for such items to be disposed of appropriately, and provided resealable plastic bags to facilitate this.

22. Any other business

Vice-Chairman reported that he had been approached by parishioners living in the conservation area of the village seeking clarification as to installation of solar panels – which are currently prohibited. Chairman will investigate current planning rules.

Cllr Gundry advised that he will be attending an online planning course this week and will report to the next meeting.

Chairman thanked Cllr Lee for her long service as a Councillor, and past Chair, of Lanreath Parish Council. He presented her with a commemorative plaque, a vase, and Cllr Vickery presented her with flowers. He also thanked Cllr Williams for his service to the community as a Councillor, and wished him and Cllr Lee the very best.

23. Public Participation

None

24. Date and time of next meeting - Tuesday 16 January 2024 at 7.30p.m.