

LANREATH PARISH COUNCIL MEETING MINUTES

Date of Meeting

16 April 2024 commencing 19.30

Present

Cllr Sue Cave, Cllr Sandie Christiansen, Cllr John Gundry, Cllr Shelley Honeyman, Cllr David Heard – Vice-Chairman, Cllr Peter Seaman – Chairman, Cllr Stephanie Vickery, Mrs Rebecca Warren - Clerk

No members of the public.

The Chairman opened the meeting and welcomed everyone.

1. Apologies

Cllr Peter Bartram and Cty Cllr Colin Martin.

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

PCSO Cocks had sent in a written report which the Clerk read out:

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

From 01/03/24 – 31/03/24 there were no crimes in the public domain.

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 19 March 2024

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

5. County Councillor’s Report – none.

6. Matters Arising

- Unauthorised building in the Parish – enforcement progress

Chairman reported that he had ascertained that there was no conclusion of report EN23/00589, which remained ‘under investigation’. Cty Cllr Colin Martin did follow up with Louise Wood the Chief Planning Officer, and it had been intended for there to be a further follow up confidential conversation between Cty Cllr Martin and Planning Enforcement. However, it was only this evening in a telephone call from the County Councillor that the Chairman had been informed that this had yet to occur.

The other enforcement case referenced at the March 2024 meeting was reported to Planning Enforcement who responded confirming that the matter had been reported and given a case number of EN23/00334, following an initial report submitted in 2023. The case number had not been communicated previously. This matter is also, after almost a year, at Stage 4 'Investigation' in the enforcement process.

A telephone report was recently received by the Chairman regarding a property in the Parish whose owner had constructed a structure in the curtilage of the main residential property that was being advertised as an Airbnb facility. Investigations continue but, as the property may have been 'substantially constructed' and in use as an Airbnb facility for more than 4 years, it may be immune from Planning Enforcement action under current planning rules. It is possible that the property owner could apply for 'lawful use' for the structure and its current use. A recent change in the planning rules will abolish the 4-year rule and extend it to 10 years, However any development that is substantially completed before April 2024 will be 'grandfathered' and the 4-year rule will continue to apply.

There followed a discussion by the meeting regarding the shortcomings of the enforcement process, which is leaving the way open for unauthorised developments to proceed unchecked to completion. Chairman will continue to keep the matter under review and report to the next meeting.

- Light for the path to the Village Shop

Chairman reported that this is planned to be carried out by the new owner of the Punch Bowl Inn when weather permits and his electrician is available.

- D Day 80 – 6 June 2024

Chairman confirmed that the Parish Council's insurance policy (public liability) would cover the event, providing, amongst other things, that there was a Risk Assessment. He then presented to the meeting his detailed Risk Assessment, which addressed the range of risks, barrier actions, and potential cost to the Parish Council in connection with the community bonfire. The document and his notes had been circulated to all Councillors prior to the meeting. Cllr Gundry suggested that there should be reference to a Person in Overall Charge – Cllr Vickery stated that this would be her – and how and by whom the site would be cleared up afterwards.

Chairman reported that Cllr Vickery had made enquiries of St John's Ambulance Brigade to attend the event, and they had raised questions that she confirmed she would now answer. They will then advise whether they are able to attend and the cost.

Cllr Vickery has arranged for Armand Toms to light the fire at 6pm on 8 June 2024. She will liaise with Topsy Cow regarding restriction of the sale of alcohol for consumption off the premises on the evening of 8 June, and also will arrange for the volunteer bonfire builders to commence work no earlier than the morning of 8 June – to avoid the stack becoming a potential wildlife habitat. They will also be mindful that the bonfire must be constructed so as to fall in on itself as it burns.

The Fire Services will need to be advised of the start and finish time of the event, as well as PCSO Cocks.

Chairman proposed that the barrier actions contained in his Risk Assessment be considered by Councillors at the May meeting before confirmation that the bonfire could go ahead under Lanreath Parish Council's public liability insurance cover.

Seconded by Vice-Chairman, and unanimously agreed. Vice-Chairman thanked the Chairman for his considerable efforts in drafting the Risk Assessment for the event.

Chairman reported that there is a proposal to hold a Church Service incorporating the 80th D-Day commemoration on the Millennium Green on Sunday 9 June (as 8 June is also Royal Cornwall Show).

Nearer the date Cllr Vickery will produce a poster advertising the event for publication on the Parish Website. Chairman expressed his thanks to Cllr Vickery for her efforts in organising this community event.

- Plant Stand outside Lanreath Village Shop and Post Office

Chairman proposed that the Plant Stand should remain where it is currently unless and until the owner receives notification in writing from the land owner that it should be moved. Seconded by Vice-Chairman, and unanimously agreed.

- Lanreath Parish Council authorised bank signatories, and additional card and card reader authorisation

Clerk reported that this remained outstanding and she would continue her efforts to secure the bank's approval of Cllr Cave as second authorised user of the online banking facility.

- Document Retention Policy

Vice-Chairman asked that this be deferred to the next meeting.

- Flooding B3359

Chairman reported that there had been no response to his e-mail sent to Highways and Environment East on 23 March, for the attention of Will Glassup, highlighting this issue and requesting advice on plans to rectify the problem, as there is potential for a serious accident at this location.

Chairman proposed that he follow this up and report to the next meeting, Cllr Cave seconded, unanimously agreed.

- Community Garden Access

Clerk confirmed that she had as yet had no response from the new owner, but as payment of the annual rent is due next month, she will make contact again regarding where the rent should be paid, and asking about the access.

- Hedge Cutting Millennium Green

Chairman reported that the side had been trimmed but the hedge will require topping in the autumn after the end of the bird nesting season.

- Works on the lane to Bocaddon by CORSERV – follow up of November 2023 meeting

Clerk reported that having emailed Highways on 21 March she had not received a response and has sent a follow up email today. To be reviewed at the next meeting.

Vice-Chairman asked if notices had been put up at Stonerush, Clerk will ask residents at Bocaddon.

- Swallow protective boards at the Millennium Building – follow up on October 2023 Matters Arising

Chairman reported that thanks to Paul Meatyard these are now in place.

- Lanreath village conservation area planning requirements for solar panel installation

Chairman reported that there was no definitive answer from Cornwall Council's Planning Team on an enquiry as to whether Planning Permission was required for roof-mounted solar panels on buildings in the Lanreath Conservation Area – the email response provided a list of web pages to consult – which included advice that for roof-mounted solar panels in a Conservation Area you should consult your local Planning Authority. More widely the installation of solar panels is a 'permitted development' but the advice for anyone living in the Lanreath Conservation Area wishing to install roof-mounted solar panels would be that they should seek planning advice.

- PA24/01698 and PA23/05025

Consultee comments submitted online 18 March by the Clerk.

- Garden Group shed

Chairman reported that there was sand and slabs outside of the Millennium Building but the shed had not yet been moved. To be reviewed at the next meeting.

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

Cornwall Council

- Weekly planning lists
- Supplement: Committee Updates to the agenda for East Sub-Area Planning Committee, Monday 18 March – 15 and 18 March
- Supplement: Committee updates to the agenda for Strategic Planning Committee, Thursday, 21 March – 20 March
- Minutes for East Sub-Area Planning Committee, Monday 18 March – 21 March
- Meeting cancelled – 11/04/2024 Strategic Planning Committee – 26 March
- Agenda for East Sub-Area Planning Committee 15 April – 4 April
- Town and Parish Newsletter – 5 April

Other correspondence – any correspondence of community interest has been uploaded to the Parish website/linked to Facebook by Chairman and Cllr Gundry

- Rural Bulletins: 12, 19 March
- Police and Crime Commissioner's correspondence: 18 March
- Callington Singers concert poster – 18 March

- Climate: The Movie (The Cold Truth) – 21 March

- **Landslip West Looe emails various dates – March**

Chairman reported that Armand Toms had expressed his thanks for the support from Lanreath Parish Council, but work to rectify the problem is yet to begin.

- NHS Cornwall Together: March 2024 – 27 March
- Poster Lanreath D-Day 80 – 27 March

- **CALC Free Online Demonstration: Gocollaborate 16 April – 4 April**

Cllr Gundry gave a concise report of his attendance at this online event, and will circulate a detailed report when he has been sent the slide pack of the presentation. His overall view was that this was a costly consultation tool rather than a collaborative tool.

- **CALC Training Bulletin – April/May 2024 – 4 April**

Chairman reminded the meeting that there is a budget for Clerk and Councillor training, and if there are courses of interest then any Councillor can put a proposal for funding to the Parish Council. Clerk indicated that she would be attending a free online course in May 'Introduction to Internal Auditing' and would report back.

- Invitation to join Rural Village Services Group – 4 April
- Rural Funding Digest – 4 April

8. New Councillors – Register of Interests Forms, and information for Parish Website.

Clerk confirmed that these were now all received, and Chairman will upload information in due course, with photographs, Cllrs Honeyman and Christiansen to provide these. Clerk will lodge Register of Interests Forms with Cornwall Council.

9. Asset Inspection report

Cllr Honeyman had carried out a thorough inspection of Parish Council assets, and provided a brief report and photographs which the Chairman was able to display for the meeting to consider.

There is a notice on the gate to a field in the village which is partly illegible, and purports to be by order of the Parish Council. Chairman reported that the sign is not the responsibility of the Parish Council and appears to have been largely ignored by the community for some time.

A resident had reported to Cllr Honeyman potential trip hazards on the five-a-side pitch where rocks had been used to secure the back of the goal net at one end. Chairman stated that this is for the Football Club to consider.

The meeting was shown a photograph of the cover to a currently unused septic tank near the Village Hall and the play area. The cover seems loose and ill-fitting. This is a

matter that Cllr Vickery will refer to the Village Hall Committee. It should be secured in some way – possibly by a planter being placed over the top.

Cllr Honeyman was able to report that the Play Area and equipment were all in good order, and that the replacement basketball net was in place.

Regarding the rather dilapidated state of the sign on the entrance to the Community Garden Cllr Honeyman will endeavour to clean, and possibly repaint the white lettering.

The canopied seat in the Community Garden is in need of refurbishment, which Vice-Chairman volunteered to attend to.

On the Millennium Green paved area there are weeds growing through. Chairman reported that it was his intention to power wash and weed kill the area once weather permitted.

Cllr Honeyman had photographed the benches on the Millennium Green which are in a deteriorating state. Local residents have complained about this. The benches carry dedication plaques, but could be replaced if finances permit. Chairman said that this can be an agenda item for the May meeting.

Chairman reported that he had fixed the leaking guttering on the Millennium Building.

Cllr Christiansen expressed concerns about the state of the cul-de-sac road, footpath and signage on St Marnarch's Road and was advised that as the road is adopted a report can be made online to Cornwall Council Highways.

10. Village Hall Report

Cllr Vickery reported that the next committee meeting will be on 17 April. Several fund-raising events are coming up – Big Breakfast on 21 April, May Day on 6 May when there will be competitions, and the Community Person of the Year award.

Vice-Chairman stated that as Cllr Vickery is now the Parish Council representative, he will formally proffer his resignation from the Village Hall committee before the next meeting.

11. Community Area Partnership (CAP) report

Vice-Chairman reported to the meeting that he had attended the March meeting online and the minutes of that meeting had been circulated to all Councillors. The next meeting will be face-to-face in Looe in early June.

On 17 April he will be attending a Funding Workshop providing information as to how to process grant applications such as Levelling Up.

On 26 March the Economic Development Sub Group met online, and Cty Cllr Colin Martin was an attendee. He made many valid points particularly about lack of infrastructure in Cornwall to support economic development. The Group decided that they should put together a Strategy Document, for which they would need to carry out a Strengths Weaknesses Opportunities and Threats (SWOT) exercise. In due course he will receive a draft template for review – Chairman volunteered to assist in the review of the template.

Cllr Cave enquired as to whether there would be sufficient funding for any possibly worthy but late applicants for grant funding. Vice-Chairman stated that there was a

significant reserve of funding that could be drawn upon for later applicants of eligible projects.

12. Climate Change – report from Cllr Cave

In respect of the Climate Change and Nature Recovery Network sub group of CAP, it was understood from last month's meeting that the organiser was to set up a link system whereby the various council reps. could share news and events with each other. Cllr Cave had queried progress, but was sent a list of contacts e-mail addresses so she was not sure what is happening but will follow up.

Quarterly meetings dates have been set – the next one is scheduled in May.

As mentioned at the last meeting Cllr Cave agreed to find out more about Cormac's Volunteer Scheme, and had sent an email enquiry asking for signposting to any leaflet outlining the scheme that the Parish Council could post on its website. Cllr Cave advised that she had received replies from both the Community Partnership Officer, both East and West, attaching an induction pack which is not really what she was seeking but contained the following information:

'The Cormac Volunteer Scheme is a facility via which individuals or local community groups can identify Cornwall Council owned/managed spaces and work to enhance them. The scheme is largely driven by the desires of the volunteers involved – examples being everything from groups involved in enhancing large public open spaces, through to individuals who tend small flower beds, or weed footpaths.'

In addition to the provision of an information pack that is given out to every new group, one of the email responses indicated that it could be provided to existing volunteer groups within the Lanreath area. Additionally, one of the Cormac Community Partnership Officers stated that she would be more than happy to come along to a Parish Council meeting to explain the scheme in further detail if that was considered to be useful.

As mentioned at the last Parish Council meeting regarding the Cornwall and IOS Climate Commission, this was expected to go live April but Cllr Cave had noted from the relevant website that they are still in the process of finding volunteer Commissioners.

Cllr Cave advised that this morning she had attended the Carbon Neutral Cornwall 2030 Climate Literacy Training online 1 hour session and reported that it had not been terribly well attended but there are quite a few available sessions. It covered understanding climate change terminology and known or likely impacts globally, nationally and locally. What could be done on a local community and individual level to combat emissions was also detailed. There was not much that she had not heard before but if someone wanted to grasp the overall picture, the session would be quite useful. Unfortunately, there was no Q&A session nor are the slides available for circulation.

Examples were given of various Cornish projects. One item of particular interest was the Stithians Energy Group's "Heat the Streets" project. In partnership with Kensa Utilities, four areas of Stithians were selected for the deployment of ground source heating systems, the infrastructure being placed in the road with the properties involved feeding off it. The access charge was £25pm with no charge for pumps, replacement radiators or new boilers. This was a pilot project so it is not known what the charges would be going forward."

Following her the report Clerk was tasked with circulating to all Councillors the Cormac Volunteer Scheme induction pack.

13. Annual Accounts

Chairman reported to the meeting that the Internal Audit of the Year End had been completed and the Annual Governance and Accountability Report (AGAR) had been fully completed ready for signature by Chairman and Responsible Financial Officer (the Clerk). He informed the meeting that as a smaller authority with total annual income of less than £25,000 the only part of the AGAR that had to be submitted to the external auditor was the Certificate of Exemption form – which would need to be signed first. The certificate is then published on the Parish website. Cllr Vickery proposed that the AGAR be signed, seconded by Cllr Honeyman, and unanimously agreed.

Chairman proposed that there be retrospective approval to appoint Derek Hilton as Lanreath Parish Council's internal auditor. Seconded and unanimously agreed.

There is a 2023/24 budget surplus of £1,642.78 that can be carried forward as a 2024/25 Budget line item 'Contingency – General Reserve' to be discussed at the May meeting.

14. To decide dates for the period for the exercise of public rights to inspect the accounting records of the last financial year

Clerk reported that the Notice of the Exercise of Public Rights of Inspection was ready for publication on 24 April with an inspection period of 10 June to 19 July. Chairman proposed that the Clerk's suggestion be approved, seconded by Vice-Chairman and unanimously agreed. Clerk so tasked. Clerk stated her thanks to Derek Hilton for carrying out the internal audit in time for the April meeting.

15. Financial Report

Clerk had circulated March bank statements, bank reconciliation, and Year End figures, together with full details of expenditure since the last meeting, and anticipated expenditure before the next meeting, for approval.

Cllr Gundry proposed that the CALC membership be renewed, Chairman seconded, all agreed.

Chairman proposed approval of the Clerk's outlined payments and inter-account transfer request, seconded by Cllr Gundry, and agreed by the meeting. Clerk so tasked.

16. Parish Problems

Chairman informed the meeting that he had received a report of an incident of dog fouling on the path to Lanreath Shop and Post Office – CCTV footage reportedly identifies the dog and owner responsible. Councillors discussed this matter at some length and feelings were expressed of anger, disappointment, and frustration – particularly from dog-owning Councillors. Surprise was expressed that the shop had not reported the matter, or perhaps put a posting on Facebook. However, in the light of the shop's decision not to report the incident directly to the Dog Warden, the best way to proceed was then considered. A suggestion that the Parish Council should draft a letter to the individual reportedly identified by the CCTV footage reminding them of their obligations to clear up after their dog, and the penalties involved in not doing so, was considered but the general consensus was that this would require the Parish Council to act on third party evidence which could be considered as 'hearsay'.

Chairman proposed that the minutes of the meeting record that this incident took place where the identity of the dog and owner was recorded on CCTV. Any further such incidents will be reported to the appropriate authorities. Such fouling is an offence under

the Cornwall Council's 'Dog Fouling Public Spaces Protection' regulations and that not cleaning up after your dog has fouled may result in a Fixed Penalty Notice (FPN) of £100 being issued. Failure to pay and discharge this liability for the offence will result in prosecution, if found guilty, a dog owner could face a maximum fine of £1,000 plus costs. Cllr Gundry seconded – unanimously approved.

Also to be considered posting signs around the Millennium Green advising that it is an offence to allow dog fouling in public spaces. Chairman will report further on this to a future meeting.

Chairman informed the meeting that he had received an email from a resident in the community about a neighbour causing problems for other residents being blocked in or unable to park in their own spaces. The complainant has informed the relevant Housing Association but so far there has been no effective action taken. The road where the parking is an issue is not adopted. After some discussion it was generally felt that this was a matter that should be followed up with the Housing Association, and that perhaps some weight could be given to the complaint by the Parish Council writing on their behalf. Chairman proposed that he draft a response to the complainant proposing that the Parish Council contact the Housing Association in regard to this issue, seconded by Cllr Honeyman and unanimously approved. Chairman so tasked.

Cllr Gundry referred the meeting to an email circulated after the agenda was sent out, regarding an offer from Age UK to transport people to and from the Royal Cornwall Show – meeting agreed that this should be promulgated to the wider community. Chairman will upload to the Parish website, for Cllr Gundry to link via Facebook.

Cllr Christiansen asked if there was any news on when the Punch Bowl Inn would be opening. Councillors expressed their hopes that it would be later this year – summer time.

Clerk reported that she had received a report of a large pothole on the road by Trevalfry – Chairman will inspect and make an online report to Cornwall Council if necessary – although he had recently observed that it had been sprayed with blue paint.

17. Any Other Business - none.

18. Public Participation – none.

19. Date and time of next meeting – Tuesday 21 May Annual Parish Meeting at 6.30pm, Annual Parish Council meeting at 7.30 pm. Meeting closed at 9.55 pm.