

LANREATH PARISH COUNCIL ANNUAL MEETING MINUTES

Date of Meeting

21 May 2024 commencing 7.40 pm.

Present

Cllr Sue Cave, Cllr John Gundry, Cllr Shelley Honeyman, Cllr Peter Seaman - Chairman, Cllr Stephanie Vickery, Mrs Rebecca Warren - Clerk

One member of the public.

The Chairman welcomed everyone to the Annual Parish Council Meeting.

1. Apologies

Cllrs Peter Bartram, Sandie Christiansen, and David Heard.

2. Retiring Chairman's report to the Council

"There have been a number of changes to the Parish Council membership over the last year with the retirement of two long serving Councillors Eileen Lee and John Williams and the recent sad death of Councillor Julie Tamblyn. Following the required notice period, the Council was authorised to fill the retirees vacancies by co-option. The vacancies were then advertised and the Council was pleased to confirm the co-option of Councillors Stephanie Vickery, Shelley Honeyman and Sandie Christiansen. The remaining vacancy on the Parish Council has recently been sanctioned for co-option and will be the subject of discussion at this meeting of the Parish Council.

On behalf of the Parish Council, I would like to recognise the contribution of the volunteers and community groups that have supported the social life and well-being of the community throughout the year including the Village Shop and Post Office, Lanreath Amenities, the Ladybirds, the Gardening Group, the Lanreath and Pelynt Community bus volunteer driver and organiser, Derek, the WI, Lanreath Community Spirit and the Parochial Church Council and the Trelawny Benefice, more widely. With particular thanks and congratulations going to the Village Hall Committee for all of their efforts in securing the funding for the new roof. The Parish Council continues to support a number of these groups with donations from the Parish Precept.

The Punch Bowl Inn is tantalisingly close to completion and we look forward to its grand re-opening later in the year.

The Parish Council budget for the current financial year was agreed in November 2023. The Precept had remained the same over the previous two financial years at £13,900. In setting the Precept for the financial year 2024/25, consideration was given to the projected inflation rate over the financial year, estimated to be 3.5%, and the inflationary pressures carried over from the previous year resulting in increased costs for some contracted services. An adjustment was also made to the Clerk's Contract of Employment for the current financial year to more fairly reflect the hours of work required by her role.

At the meeting in November 2023 the Council also confirmed its commitment to incrementally build a General Reserve to fund one-off unbudgeted costs such as election costs for a casual vacancy should this be called by the required number of electors in

the Parish. This commitment was explained and outlined in a Reserves Policy document approved by the Parish Council in November and published on the Lanreath Parish Council website. The recommendation for smaller Parish Councils is for the General Reserve to be approximately equivalent to a year's Precept. The budget for the current year allows for a General Reserve of £4500, approximately 25% of the current annual Precept. The Precept for the current financial year was set at £17,930. Whilst this represents a significant increase over previous years it does allow the Council to build a sounder financial base.

The Financial Reports for the financial year 2023/24 were reviewed by the Parish Council meeting in April. The audited accounts for the financial year 2023/24 show that the year closed with a balance of £5,828, approximately £1,540 more than forecast when setting the 2024/25 budget, resulting from an underspend on some budget line items and contingencies and residual benefits from previous government energy subsidies.

I hope that the community finds the Parish Council website useful and the Council is open to any suggestions as to how this may be improved. I would like to record the Council's thanks to our webmaster Rachel Facey for her time and effort in maintaining and updating the community pages of the website.

In closing I would also like to thank my fellow Councillors for their support and hard work throughout the year and, on behalf of the Parish Council, to thank our Clerk, Rebecca Warren, for her diligent support."

3. Annual Election of Chair and Vice Chair

Chairman – Cllr Seaman – proposed by Cllr Vickery, seconded by Cllr Honeyman. Unanimously approved. Chairman accepted.

Vice-Chairman – Cllr Heard had indicated his willingness to continue in the role to the Chairman prior to the meeting, when proffering his apologies. Proposed by Chairman, seconded by Cllr Cave. Unanimously approved.

4. Annual Election of Parish Council Representatives

- SECCAP Principal Representative – Chairman proposed that Vice-Chairman continue in this role, Cllr Vickery seconded, Unanimously approved. Deputy Representative – no nomination but Chairman will endeavour to assist when required if able to do so.
- SECCAP Environmental – Chairman proposed Cllr Cave, seconded by Cllr Vickery. Unanimously approved. Cllr Cave accepted.
- Amenities – Chairman proposed Cllr Vickery, seconded by Cllr Cave. Unanimously approved. Cllr Vickery accepted.
- Mini-bus – Chairman proposed Cllr Vickery, seconded by Cllr Cave. Unanimously approved. Cllr Vickery accepted.
- Shop and Post Office – no formal nomination. Cllr Vickery volunteered to liaise with Shop and Post Office manager from time to time.
- Village Hall – Chairman proposed Cllr Vickery, seconded by Cllr Gundry. Unanimously approved. Cllr Vickery accepted.
- Asset Inspections – Chairman proposed Cllr Honeyman, seconded by Cllr Vickery. Unanimously approved. Cllr Honeyman accepted.

5. 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 01/04/24 – 30/04/24 I am pleased to report that there were no crimes but as always remain vigilant and report any suspicious incidents straightaway.

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.”

6. Members of the Council to disclose their interests in matters to be discussed and to decide requests for dispensations

None

7. To approved the minutes of the meeting held on 16 April 2024

Cllr Vickery proposed that the minutes be accepted. This was seconded by Cllr Cave and agreed. The Chairman signed the minutes.

8. County Councillor’s Report

Cty Cllr Martin had presented his report to the Annual Parish Meeting, and provided an email copy for all Councillors and the wider community. He gave some additional details regarding a planning announcement from Central Government today which is purported to permit farmers to develop spare buildings without planning approval. Full details not yet known. Councillors asked Cty Cllr Martin about housing provision for local people, and whether this would help with that – not yet known.

9. Matters arising

- Unauthorised building in the Parish – enforcement progress

Chairman reported, that following a confidential conversation with Planning Enforcement regarding case EN23/00589, Cty Cllr Martin had been able to advise that this report has now moved to Stage 9 in the Enforcement Investigation Process.

From the flow chart this would indicate that a breach has been identified (Stage 5), and that negotiations to find an appropriate outcome were unsuccessful (Stages 6 and 7) and that the expediency of taking formal action has been considered (Stage 8).

The adjacent land owner has reported to Chairman that razor wire has been installed on the boundary at this location which has been reported to PCSO Cocks who is reportedly investigating the legality of deploying razor wire in the countryside and near farm land.

No further advice has been received on Case EN23/00334 (reported at the same time as EN23/00589), which was at Stage 4 – investigation. As this stage also provides for obtaining information via formal notices (Planning Contravention Notice, Requisition for Information or Interview Under Caution) there may be more going on in the background.

- Light for the path to the Village Shop

To be reviewed at the June meeting – with a view to perhaps proposing that a bulkhead type light be installed on the Millennium Building before the days start to shorten, if the volunteered light has not been fitted.

- D-Day 80 – 6 June 2024

Cllr Vickery reported that despite considerable efforts on her part to recruit volunteers to assist with the building of the bonfire and marshalling etc, she had only secured three volunteers in addition to herself. Further she had been notified that St John Ambulance had no volunteers available for the proposed date 8 June.

After a review of the Risk Assessment for the bonfire prepared by the Chairman and considered at the April meeting, and noting that the gaps identified at the last meeting remained, at this late stage Councillors concluded that it would be dangerous to proceed with the bonfire. Cllr Vickery informed the meeting that there are a number of other events organised to take place in and around the Village Hall to commemorate the anniversary, with any profits going to veterans charities. Councillors discussed the appropriateness of the proposed events, and it was generally felt that in view of the intention to collect monies for veteran charities, this should be prominent in any advertising for events. Chairman offered the view that as Cllr Vickery had been organising the events it was a matter for her to choose what should take place, but the bonfire had been intended as a Parish Council initiative. He then proposed that as Lanreath Parish Council was unable at this late stage to complete the Risk Assessment satisfactorily and therefore not in a position to purchase safety equipment, first aid supplies etc. then there should not be a bonfire on 8 June as previously planned. Cllr Cave seconded and all agreed.

- Lanreath PC authorised bank signatories, and additional card and card reader authorisation

Clerk reported that this was resolved and Cllr Cave was in possession, as of this evening, of the necessary device and card to be able to access the bank accounts.

- Document Retention Policy

To be deferred to the June meeting in the absence of Vice-Chairman.

- Flooding B3359

Chairman reported that some work has been done to the drains in this area and temporary flood signs removed. Proof of the efficacy of these works will be after the next period of persistent heavy rain.

- Community Garden Access

Clerk reported that she had yet to hear from the new owner of the land, despite having sent multiple emails, and most recently having requested bank details for payment of the annual rent.

An email had been received from a resident in the village suggesting that steps on the access would cause problems for users with small children in prams, or for wheelchair users, and that a handrail would be preferable. Chairman acknowledged that there were some differing views regarding the access, but nothing could be done without the owner's consent which was still awaited.

To be reviewed at the next meeting, in the interim the Clerk will continue efforts to contact the new owner.

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

Clerk reported that an update was expected later this month – Will Glassup is on leave until 22 May. To be reviewed at June meeting.

- Garden Group shed

The shed has not been re-sited. Chairman informed the meeting that it has been reported to him that there were issues with damp in the Millennium Building storeroom before the shed was erected – Chairman will endeavour to follow up on this and report to a future meeting.

- Millennium Green signage – dog fouling problem

Chairman reported that bespoke signs (shown to the meeting by projection) are available from A-Z Signs for £16 each + VAT. Chairman proposed that he order two signs, seconded by Cllr Honeyman and unanimously approved. Payment to be made from contingency for unscheduled maintenance.

- Parking problems in Lanreath village

Chairman reported that he had followed up by email with the complainant as agreed at the April meeting but did not receive a reply.

- Register of Interests forms

Clerk confirmed that these had been submitted to Cornwall Council for Councillors Christiansen and Honeyman.

- PA23/05025

Clerk had emailed a response to the Planning Officer on 1 May after a poll of Councillors. Planning had been subsequently refused.

10. Correspondence

Cornwall Council

- Weekly planning lists
- CAP correspondence – 9, 16, 19, 24 April and 10 May
- Town and Parish Council Newsletters/Bulletins – 24 April, 3 May
- Minutes for East Sub-Area Planning Committee 15 April – 18 April
- Planning News for Local Councils and Agents – Spring 2024 – 26 April
- Climate Training sessions – 26 April
- Agenda for East Sub-Area Planning Committee 13 May – 30 April
- Affordable Housing Newsletter May 2024 – 3 May
- Supplement: Committee Updates to the agenda for the East Sub-Area Planning Committee 13 May – 10 May 2024

Other Correspondence

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

- The Rural Bulletins – 9, 16, 23, 30 April, 8, 9 May
- Forest for Cornwall Spring Newsletter 2024 – 10 April
- Ocean Housing's Accomplishments and Key Priorities – 10 April
- Spring edition of Tamar Crossings newsletter – 12 April
- Cornwall Dementia Conference – 15 April
- Age UK coach trip to the Royal Cornwall Show 8 June – 16 April
- The Clean Cornwall Newsletter – 18 April
- Do you have your Parish ready for D-Day 80? – 19 April
- Cornwall and Isles of Scilly Safeguarding and Community Safety Newsletter – 23 April
- BDO LLP – acknowledgement of Certificate of Exemption (AGAR) - 23 April
- Devon and Cornwall PCC correspondence – 25 April, 3, 9 May
- **CALC out and about open surgery dates – 29 April** Councillors had details of all venues and dates
- **CALC free briefing – Biodiversity Net Gain (BNG) presentation by Andrew Towlerton 4 June – 29 April** Cllr Cave will report on this to the next meeting.
- NHS: Cornwall Together – 30 April
- **Survey for Community Governance Degree course – dissertation on Local Council business – 1 May** Clerk tasked with responding.
- Lendology: Our Partnership with Cornwall Council – 1 May
- SWW: Invitation to 9th Let's Talk Water Webinar 21 May – 1 May
- Carbon Neutral Cornwall – email and attachments – 7 May
- **Parishioner complaint – extension of 30 MPH zone to counter speeding along St Marnarch's Road – 9 May**

Councillors discussed the email received from a resident regarding an extension of the 30-mph zone, because of her concerns regarding speeding traffic coming into the village, and the safety of children.

Chairman reported to the meeting that a previous extension of the 30mph limit in Meadow Road had been funded by Liskeard and Looe Community Network

Partnership (the predecessor to SECCAP) Highways Scheme. All the residual monies from this scheme have now been allocated and any new funding may not be available to the new SECCAP Highways Scheme until after the next Cornwall Council elections. Without funding the extension cannot be considered.

Chairman proposed that if funding becomes available through a SECCAP Highways Scheme then Lanreath Parish Council would review the possible extension of the 30-mph limit zone. Cllr Gundry seconded – unanimously approved.

11. To review and approve the Council's Policies and Procedures

Chairman reported that upon reviewing Standing Orders, Code for Handling Complaints, and Recording of Meetings - he considered that no changes were necessary.

He proposed approving the current Financial Regulations and for Councillors to consider adopting the CALC model Financial Regulations at the July meeting.

He further proposed that the amendments he had circulated to all Councillors (and took the meeting through in detail) to the General Privacy Notice, the Safeguarding Policy, and the Risk Assessment be adopted. Both proposals seconded and approved unanimously.

12. CAP Report

To be deferred to June meeting in the absence of the Vice-Chairman.

13. Village Hall Report

Chairman confirmed receipt of the notification of a Car Boot Sale at the Village Hall on 16 June. Meeting had received annual report from the Chairman of the Village Hall Management Committee at the Annual Parish Meeting.

14. Climate Change

Cllr Cave reported that she had made two postings on the Parish Website Environmental Page. Firstly, a further promotion request by Cornwall Council for attendees at the Climate Literacy training sessions to be held in May; secondly an article from Lendology, a Community Interest Company, who in partnership with Cornwall Council offer flexible loans to householders wishing to carry out renewable energy installations.

Cllr Cave had recently attended a virtual meeting of the Climate Change and Nature Recovery Network sub-group of SECCAP. There were two outstanding action points from the previous meeting:

- i) Co-ordinator was unable to set up a hub that could be accessed by all group members to share information and ideas via the Cornwall Council website.
- ii) CORMAC, and Community Energy Plus (CEP), and Public Rights of Way organisations were yet to be approached to give presentations.

The meeting was not very well attended, and there was only one County Councillor there. Some interesting points were mentioned by attendees. If anyone wants to create an online survey to put to parishioners, Landulph Parish Council recommends using Google Drive, which is apparently quick and easy to do and it can be completed by an email link to the Parish website. Some members said that instead of using Cornwall Council's interactive maps, they subscribed to Parish Online a commercial system which allows better drilling down for geographical information, digital mapping, and a

website package. The cost seems to be based on Parish population, but one member stated that their Parish Council got it free with their insurance. NALC may have more information. Cllr Gundry commented that he had in the past frequently used Parish Online, but questioned whether it would contain the same information as the Cornwall Council interactive map.

Landulph and area use the Red Bus service based at Saltash which provides a non-time tabled Hopper bus service that reaches Liskeard. The buses are used by parishioners for shopping trips etc. and are a great means of social interaction. Lanreath has the use of the Community Mini-bus, but this may be another green alternative to car usage. Landulph member will circulate further details in due course.

15. Asset Inspection Report

Chairman took the meeting through Cllr Honeyman's detailed report and photographs – which had been circulated to the Councillors prior to the meeting.

Chairman will endeavour to report the broken catch on the dog waste bin to Biffa. The gate to the play area at Carlyon Close does not connect to the post. This is not urgent and will be kept under review.

Drinking glasses, presumably from users of the Topsy Cow, had been left in the covered seating section of the children's play area near the Village Hall. Cllr Vickery will speak to Topsy Cow about this as customers should not be using that area for drinking.

The broken internal fence at the Community Garden can be removed, to be reviewed at the next meeting.

A stray dog was seen by Cllr Honeyman, and a parishioner reported that it may have been worrying cattle near the village. She will report it to the Dog Warden – Chairman to email to her the Dog Warden details for contact.

Meeting was shown photo of the cleaned-up Community Garden sign – which Cllr Honeyman had carried out.

16. Councillor Vacancy

Chairman confirmed that there had been no request for an election following the publication of the Notice of Vacancy following the death of Cllr Tamblyn, and therefore the Parish Council may now proceed to co-option. Chairman proposed that the vacancy now be posted to the Parish website. Cllr Vickery seconded, and unanimously approved. Clerk to advertise the vacancy accordingly.

17. Contingency – General Reserve

Chairman reported to the meeting that there had been a £1,540 under-spend from the previous financial year. He proposed that this be transferred to the General Reserve minus any amounts that may be agreed later in the meeting for replacement bench(es) on the Millennium Green. Cllr Gundry seconded, unanimously approved.

Cllr Honeyman asked if it would now be possible to purchase benches for the Millennium Green, as the two there are in a very dilapidated state. Chairman reported that he had identified wooden benches suitable for the area at a cost of £299 each, plus ground fixing kits at £44 per bench. Cllr Honeyman proposed that two benches be purchased together with the ground fixing kits. Seconded by Cllr Cave and unanimously approved. Benches will be ordered for delivery to the Chairman when he is available to accept them.

18. Zurich Insurance renewal 17 April

Clerk confirmed that the renewal quote dated 17 April was for £847.70, which is below the budgeted estimate of £914. In the light of this, and as there was only one insurer who would consider quoting (Clear, formerly BHIB) she had not obtained other quotes.

Chairman proposed that Lanreath Parish Council proceed to reinsure with Zurich, seconded by Cllr Cave, unanimously approved. Clerk tasked with renewing as per the quote from Zurich.

19. Finances and consideration of donations

All financial details having been circulated, and full particulars set out on the agenda for the meeting, Chairman proposed that the approval sought by the Clerk for payments made under Financial Regulations, and all the outstanding payments, including donations to Lanreath PCC (£768), Lanreath Ladybirds (£329), Lanreath Amenities (£219), Lanreath Village Hall (£329), Lanreath Mini-bus (£329), and Cornwall Air Ambulance (£265), and the inter-account transfer of £5,000 be approved. Seconded by Cllr Gundry, unanimously approved. Clerk so tasked.

20. To review eligibility requirements under The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

Chairman reported to the meeting that Lanreath Parish Council does not currently meet eligibility criteria that would enable it to adopt a General Power of Competence – in that the Clerk does not hold the Certificate in Local Council Administration, and there are fewer than two thirds of the Councillors who were not co-opted. Chairman therefore proposed that this not be pursued, seconded by Cllr Gundry and unanimously approved.

21. To review RoSPA playground inspection report 3 May

Having circulated the Inspection Report, Chairman stated that he would take it upon himself to carry out repairs to the delamination of the roof panel and stabilise it with fibreglass tape and resin over the summer months.

22. Parish Problems

Cllr Cave reported that a resident had approached her regarding inconsiderate parking causing problems. A question had been raised regarding marking parking bays with white paint, and whether this was permissible and whose responsibility it would be. Councillors considered whether it would be a Cornwall Council matter, but unlikely in circumstances where the areas referred to are unadopted, so far as Councillors are aware. Suggested that individual residents should refer to their title deeds to ascertain who has ultimate responsibility for the parking areas, and communal grass areas, which are being kept mown and tidy by one or two residents. Chairman will make further enquiries, and this matter will be included in the next meeting agenda for further consideration.

23. Any other business

None

24. Public Participation

None

25. Date and time of next meeting

Tuesday 18 June at 7.30 pm.

Meeting concluded at 9.14 pm.