

LANREATH PARISH COUNCIL MEETING MINUTES

Date of Meeting

18 November 2025 commencing 18.34

Present

Cllr Peter Bartram, Cllr Sandie Christiansen, Cllr John Gundry – Vice-Chairman, Cllr David Heard – Chairman, Cllr Shelley Honeyman, Cllr Michael Roberts, Cllr Stephanie Vickery. Mrs Rebecca Warren – Clerk. In attendance Cty Cllr Sarah Preece.

Members of the Public.

The Chairman opened the meeting and welcomed everyone.

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

Clerk read out an email report from PCSO Cocks who sent apologies for being unable to attend, and that there had been no reported crimes in the Parish from 1 to 31 October.

Members of the public address the meeting later - see item 9 Planning.

2. Apologies

None.

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

None.

4. To approve the minutes of the meeting held on 21 October 2025

Proposed, seconded and approved unanimously by those who had attended. Chairman signed the minutes.

5. County Councillor's report

Cty Cllr Preece had nothing specific to report and asked if there were any questions. Vice-Chairman asked how Neighbourhood Priority Statements (NPS) – which Parish and Town Councils are being encouraged to prepare ahead of the new Cornwall Local Plan – protect a community against development. He questioned the value in producing a document if it did not protect against development. Cty Cllr Preece responded that it is a means of detailing the priorities of a community, and makes clear where you stand regarding the quality and quantity of development. Chairman displayed on screen for the meeting the Cornwall Council webpage regarding NPS, and in particular the section stating that Cornwall Council “will have a legal duty to consider all approved NPS”.

In response to a question as to when the Cornwall Local Plan would be finalised, Cty Cllr Preece responded that once the awaited ‘Green Light’ is given by Central Government it will be completed 30 months thereafter. She advised that having an NPS in place would give a community more influence on the local plan.

Vice-Chairman informed the meeting that the current Local Plan says nothing about Looe or the rural areas of South East Cornwall, and asked if there would be more detail in the

new Local Plan. Cty Cllr Preece was unable to answer this at this stage. The Vice-Chairman expressed his concern that Lanreath Parish Council, which was short of members, could spend a great deal of time and effort on preparing a document that may have little effect on development prevention.

6. Clerk's report

- Village toilet drain – insurance claim settled. Funds for works, as per Cornwall Drains Ltd estimate (less excess £250 and VAT) received 28 October into Lloyds deposit account. Clerk notified Cornwall Drains Ltd that the work could proceed, and they were due to begin 18 November, but adverse weather had caused a delay in other works by Cornwall Drains Ltd, so a new date of 5 January 2026 has been agreed, and cleared with the Community Shop Manager, and notified to the cleaner. There will be limited access to the toilet during the works and the Clerk will ensure that there is a notice on the toilet door and in the Community Shop Notice Board. Proposed and seconded that the Clerk be authorised to pay the Cornwall Drains Ltd invoice upon completion of the works. Unanimously agreed.
- PA25/02367 (installation of ground mounted solar array at An Skiber Goth) Clerk had submitted the Consultee Comments online 22 October.
- Lloyds Bank – awaiting confirmation of online permission for Cllr Roberts. Clerk has chased this up, and is awaiting a telephone call from Lloyds.
- Broken brick circles on Grylls Park – Chairman advised that he is in the process of trying to ascertain that this is within the remit of Cornwall Council – which they have previously denied – and he may elicit the assistance of Cty Cllr Preece in this regard, or seek assistance with funding from her small Community Fund to have repairs carried out.
- Lanreath Community Fireworks Display had gone ahead with great success on 1 November.
- Chairman had attended the Remembrance Day Service at St Marnarchs Church and laid a wreath on behalf of the Parish Council.
- Parishioner enquiry regarding bins and recycling bags left outside the front of village properties – Chairman and Cllr Honeyman to report to next meeting.
- Play equipment/area for younger children – Clerk confirmed that the funding sources email from Cty Cllr Preece had been forwarded to one of the Parishioners who had made representations to the Parish Council. Chairman asked if there had been any response – Clerk had nothing further to report.
- No. 77 Bus Route – Clerk has not yet uploaded to the Parish website. Vice-Chairman will liaise with the Clerk in this regard.
- Details of the NPS pilot scheme in Cornwall had been circulated to all Councillors.
- Dog fouling in the village had been reported online to the Dog Warden by the Clerk. She had received a phone call from the Dog Warden who was most sympathetic. He advised that without the details of the offending owner/s, or CCTV evidence, a prosecution was not possible. He advised that this is a criminal offence and that he would be making visits to the village to observe, and if necessary, take action. He will check signage and may be able to make suggestions as to improvements or provide additional signage. Vice-Chairman had checked signage at The Community Garden which was adequate. Councillors were in agreement that this anti-social behaviour is most unpleasant, and residents and visitors should ensure that they clear up after their dogs.
- Clerk provided a brief summary of Assertion 10 a new declaration in the 2025 Practitioners Guide, having attended an online course about it earlier in the day. In summary Councils were now required to demonstrate their compliance with digital and data governance standards as part of their Annual Governance and Accountability Report (AGAR) which is completed each year-end (March 31st). Reviewing policies

and procedures in this regard will be necessary as well as moving to .gov.uk domain – to be discussed later.

- Reports had been made to the Clerk about damage to the fence beside the Community Shop parking spaces, which had been damaged just before the stormy weather two weeks or so ago. A Parishioner had assisted in the removal of the damaged fence section which was deemed to be a potential hazard to users of the path to the Community Shop. The responsibility for replacing the fence would appear to lie with the owner of the Punch Bowl Inn – Clerk tasked with ensuring that he is made aware and that it needs to be replaced to ensure the safety of users of the parking spaces and the footpath below.
- Clerk has prepared and submitted a minutes summary to The Parish News for publication in the next edition.

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

Cornwall Council

- Closure intention – Junction west of Foreland, Lanreath 11 December 9.30 to 15.30 5 November. Clerk tasked with putting the details on Facebook.

Other correspondence – any correspondence of community interest has been uploaded to the Parish website/linked to Facebook by Vice-Chairman and Clerk.

- Request for local input – Dissertation on Radon Awareness in Cornwall – 30 October. Individual responses requested. Vice-Chairman had responded.
- Support with Carbon Foot printing and Reduction Planning, Carbon Sense – 6 November. Cllr Vickery had looked at their website and did not consider it was something that was of interest to Lanreath Parish Council. She reported further later in the meeting.

8. Planning – PA25/07933 Construction of a new self-build dwelling (in lieu of extant Class Q permission PA23/10152) and installation of a solar array and landscaping. Enys Avallon, Lanreath. Consultee comments to be submitted by 19 November.

Chairman invited members of the public to address the meeting. A brief report was read out by one of the applicants, who was supported by family members and a local resident. The reasons for the application, and changes from the previous application considered by Councillors at their 17 June 2025 meeting, were outlined. Thereafter the Councillors considered the application with reference to documents on the planning portal. Cllr Bartram asked if the existing barn would be demolished. The applicants' response was that although this was not part of the application it was fully expected that it would be demolished.

After further discussion Cllr Christiansen proposed that Lanreath Parish Council should support the application, seconded by Cllr Honeyman, and unanimously approved. Clerk tasked with submitting the Consultee Comments online.

9. Councillor vacancies – to consider a strategy to encourage applications

The Chairman had circulated his draft handout, and thanked Vice-Chairman for his input. The contents were considered. It was suggested that perhaps emphasis should be placed on the number of meetings each year (10) so as to try and encourage applicants who may not be aware of this fact. Consideration was given to how the handout could be promulgated to the wider community – via the Parish website and linked to Facebook, but also perhaps by leafleting door to door. After further discussion it was suggested that the

handout could be given to attendees of the Christmas Fayre at the Village Hall, and a request would be made to the Village Hall Management Committee to share their intended leaflet drop around the village. Chairman proposed that the handout be approved and promulgated as suggested. Cllr Bartram seconded, all agreed. Cllr Honeyman was tasked with speaking to the Chair of the Village Hall.

10. Photographs for Parish website and Shop Notice Board of all Councillors

The Clerk had circulated the draft poster, with updated photographs of all Councillors. Contact details can be found on the website for those Councillors who gave permission for personal details to be published. Otherwise contact can be made via the Clerk. Vice-Chairman suggested that the poster be dated, which Clerk agreed to do. Clerk will now proceed as tasked at the October meeting to publish the poster on the Parish website, Facebook, and to put hard copies on display at the Community Shop, and Village Hall – seeking permission of the Village Hall Management Committee for the latter.

11. Light for the Shop footpath

Chairman confirmed that he had emailed the owner of The Punch Bowl Inn who had responded in terms that he was in possession of a suitable light which would be installed “sometime this week”. Councillors were pleased that this was being attended to, and Clerk was tasked with informing the Community Shop Manager.

12. Devon and Cornwall Police and Crime Commissioner’s CCTV funding scheme

Clerk reminded the meeting she had circulated an email from the Office of the Police and Crime Commissioner (OPCC) inviting Expressions of Interest from Community Organisations in funding assistance for installation of CCTV. Unfortunately, due to the email arriving between meetings, the deadline for response had ended (24 October). There followed a brief discussion regarding whether CCTV was something that may be of benefit to the Parish, and what the implications could be regarding loss of privacy, cost, and monitoring. Despite the deadline for applications having passed, Chairman proposed that the Clerk email and express interest on behalf of Lanreath Parish Council, in case a further round of funding became available. Cllr Christiansen seconded, unanimously approved. Clerk tasked with emailing the OPCC.

13. Change to .gov.uk domain name

Clerk reminded the meeting that this matter had been considered at the 17 June 2025 meeting, when it was resolved to consider at the November meeting, with a view to including a Budget Line for the associated expense of making the change. Clerk remains convinced that it would be beneficial to the Parish Council, and wider community, to move to a .gov.uk domain and email addresses for Councillors and Clerk, and would assist in compliance with Assertion 10, as discussed earlier.

The benefits of moving to .gov.uk had been set out in a report prepared by former Chairman Peter Seaman (which had been circulated to all Councillors) and included, amongst other things:

- Efficiency benefits e.g. central control of email accounts
- Robust security
- Demonstrates ‘Best Practice’

The Clerk had obtained a cost estimate of £840 from an approved IT provider based in Devon, who had been used by a number of Parish Councils in Cornwall and is on the Government list. This would cover the change to .gov.uk, transfer of the website, and set

up of email accounts. Vice-Chairman proposed subject to Budget approval, and based on the cost estimate received by the Clerk, that Lanreath Parish Council should move to a .gov.uk domain name and associated emails, using the IT provider sourced by the Clerk. Seconded by Cllr Christiansen, and unanimously approved.

14. Lanreath Parish Council – banking provider annual review

Clerk had researched possible banking providers, and circulated her report to all Councillors. She recommended remaining with Lloyds based on continuity, cost, and ease of use of online facilities. Local support is available at St Austell branch if required. Proposed by Cllr Christiansen that the Clerk's recommendation be approved, seconded by Cllr Roberts, and unanimously agreed. To be reviewed again November 2026.

15. Cornwall Council Community Highways Improvement Programme 2026-29

Clerk had circulated the Guidance Note – received via South East Cornwall Community Area Partnership (SECCAP) - providing information about the allocation of £1 million of Local Transport Plan funding from Cornwall Council in the period 1 April 2026 to 31 March 2029. The purpose is to assist communities in delivering local highway and transport schemes. South East Cornwall has been allocated £134,659 of the annual budget. Cty Cllr Preece explained that this was the largest allocation as it was based on population and road length.

The Guidance Note sets out details regarding what type of schemes would be eligible for funding, and which would not. Cllr Roberts stated that perhaps Lanreath Parish Council would be able, if required, to co-operate with other communities where, for example, proposed improvements or extensions to foot and/or cycle paths ran across more than one Parish. After further discussion it was proposed and seconded that this matter be put onto the January meeting agenda. In the interim Councillors and the wider community to consider what if any schemes may be of benefit to Lanreath Parish.

16. Footpath maintenance in the Parish

Chairman reported that this was concerning a problem raised by Cllr Christiansen regarding the poor state of repair of the footpath, and road, on a cul-de-sac off St Marnarchs Road in Lanreath Village. Cllr Christiansen had made a report to Cornwall Council Highways, and been in email communication with Head of Highways Will Glassup, but he had informed her that there was no plan to carry out repairs. Chairman informed the meeting that he had appealed this decision by Highways and was awaiting a response, which he will pursue with the assistance of Cty Cllr Preece, who was concerned that the footpath was, according to reports from residents, unusable as being unsafe – overgrown with moss, and uneven surfaces.

Cllr Christiansen expressed strong views as to the delay in resolving this matter, and apparent lack of interest in local residents' concerns by Cornwall Highways.

To be deferred to the next meeting with Chairman taking action in the intervening period.

17. 20 mph zone implementation Lanreath Village

Chairman is still engaged in 'negotiations' with Cornwall Council Highways regarding the extending of the zone to include the cul-de-sac on St Marnarchs. To be considered further at the January meeting.

18. Asset Inspection report

Cllr Honeyman presented her report illustrated with photos from around the Parish. She expressed concern about the condition of the salt in the salt bins at either end of Lanreath Village. The contents appear to have become unusable, having solidified into a block. She enquired as to whether the salt bin refill referred to on the draft Budget had ever been implemented. Clerk confirmed that a few years ago a new salt bin had been acquired for beside the Village Hall, and filled, but nothing since then. Cornwall Council provides one free fill per year. There followed a discussion as to who was responsible for applying grit to the roads (the Community, not Cornwall Council), and whether the bins could be emptied and then refilled. Clerk to make enquiries.

Cllr Honeyman reported that the handrail on the access to the Community Garden was unsafe. The concrete base of the first post had loosened to such a degree that the hand rail was mobile. Clerk tasked with reporting this to the installer and to ask that it be remedied.

19. Village Hall report

Cllr Vickery confirmed that there was a new Chairman of the Village Hall Management Committee, Danny Pulford. There is a Christmas Fayre on 29 November. Cllr Christiansen reported that the floor to the Village Hall had been wet on Friday morning, just before Pickle Ball. Could the Cleaner please be asked to dry it so as to prevent possible accidents by users? Cllr Vickery said that she would pass this on.

20. Community Area Partnership report (SECCAP)

None.

21. Climate Change Report

Cllr Vickery reported that she had visited the Carbon Sense website and provided brief details of its contents for the meeting. They provide expert advice for organisations and individuals about carbon reduction, and recommend carbon accounting, and possible off-setting. She did not feel that it was something that our Parish Council would benefit from at this time.

22. Budget 2026/27

Chairman reported that the Clerk had prepared a draft Budget, which he, Cllr Roberts and the Clerk had then met to discuss and made adjustments to account for inflation (3.7% as at October 2025) and the likely 3% upper limit on Council Tax increases before triggering a referendum. Two Budgets had been prepared for consideration, one without an uplift in the precept, and one with a 3% uplift, so as to continue to add to the General Reserve which currently stands at £7,098.45 – less than half of what it should be.

An increase in the Clerk's salary and expenses had been included in line with the Local Government Services Pay Agreement 2025/26 – approximately 3.25%.

There were Budget items included for change to .gov.uk, and also to build a reserve for the cost of uncontested election costs. Further there was the addition of a donation to the Community Shop, which was struggling financially. Clerk reported that prior to the COVID emergency Lanreath Parish Council had made annual donations to the Community Shop.

Chairman proposed that the Budget with the uplift in the precept of 3% be adopted in its entirety, seconded by Cllr Honeyman, and unanimously approved. Clerk is to upload to

the Parish website and request the Precept in the new sum before the end of December deadline.

23. Financial Report – Clerk reported as follows: Payments approved 21 October, or before, and paid since the October meeting:

HMRC – tax on Clerk’s salary	£217.77
HMRC – Employer’s NI	£57.43
Dan Northcott	£114.50
Cornwall Council election charges	£322.48
South West Water	£91.67
British Gas - electricity	£16.00 inc. VAT
Clerk’s October salary/exps	£507
Lanreath Village Hall	£27.50

Inter-account transfers have been completed totalling £1,700 (£700 being the balance of amount authorised in September; £1,000 authorised in October).

Zurich insurance payment (net of excess and VAT) £9,870 received 28 October.

Payments previously authorised but yet to be made – PAYE advisor £50; Lloyds bank charges October £4.25.

Outstanding payments due before the January 2026 meeting:

Dan Northcott	£229
Lanreath Village Hall	£27.50
Clerk’s salary/tax Nov. and Dec.	£1,120
Employer’s NI on Clerk’s salary	£35.98
Dunn & Dusted grass cutting	£110
British Gas – energy supplier	£32
Lloyds Bank charges	£8.50
Hedge cut on Millennium Green	Clerk has a quote for £250
Defibrillator pads	£131.99 inc VAT

Chairman had received a message that this year Ivor and Margaret Dungay will donate the Christmas Tree to the Village in memory of Keith Brenchley who sadly died recently. Councillors were greatly appreciative, and felt it was a lovely tribute to a Parishioner who had been a quiet but effective contributor to his community.

Bank balances at 31 October as per bank reconciliation (checked and signed by Cllr Roberts) and statements circulated to all Councillors.

Bank balances as at 9 November:
Current account £401.29
Deposit account £24,757.94

Approval sought for outstanding payments (and authority to accept, and instruct the hedge cutter), and an inter-account transfer of £1,700. Chairman proposed approval, seconded by Cllr Roberts, and unanimously agreed.

24. Items for next agenda

Chairman is liaising with Herodsfoot Parishioners, and Chairs of St Pinnock and Duloe Parish Councils, regarding works required on signage, and the war memorial at Herodsfoot. He will report to the January meeting.

25. Public Participation - None

26. Date and time of next meeting - Tuesday 20 January 2026 at 6.30pm.

Meeting closed at 20.55.