

LANREATH PARISH COUNCIL ANNUAL MEETING MINUTES

Date of Meeting

16th May 2023 commencing 19.35

Present

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

Members of the public.

The Chairman welcomed everyone to the Annual Parish Council Meeting.

1. Apologies

Cllr Peter Bartram. Cllr Tamblyn reported by the Vice-Chairman to be in hospital, and likely to be indisposed for some time.

2. Retiring Chairman's report to the Council

"A turbulent year that included Her Majesty Queen Elizabeth II's Platinum Jubilee Celebrations, her sad passing and state funeral later in the year and preparations for the Coronation of King Charles III.

The Platinum Jubilee celebrations were a huge success due to the hard work and enthusiasm of many residents and community groups with particular thanks to Lanreath Community Spirit for planning and organising the many events on the day. The Queen's Green Canopy oak tree, planted with the help of the 'Ladybirds' the previous November, was dedicated to the Queen's Platinum Jubilee as part of the celebrations with the commemoration plaque being unveiled by the 'May Queen'.

Her Majesty Queen Elizabeth II's funeral was marked by a vigil on the Millennium Green followed by a formal proclamation of King Charles III's accession.

This year's Parish May Day celebrations were rolled into a long weekend of celebrations to mark the Coronation of his Majesty King Charles III with a wide range of activities and entertainment for all ages. Again, huge thanks, on behalf of the community, to all involved in making this a very special occasion. The Parish Council, for its part, presented children of the village with a commemorative Coronation china mug to mark the occasion.

Since the 'Lanreath Lifestyle' ceased publication there has been no 'hard copy' of the Parish Council Minutes available for those in the community unable to access the online documents posted on the Parish Council website. This was partially remedied in the Autumn when the Parish Council agreed to fund the publication of a summary of the minutes in the Parish News for Lanteglos, Lanreath, Pelynt and Talland. The Parish News is published bi-monthly and includes a wide range of articles and reports from across the Parishes (even a letter from Australia). Hard copies are available from the Lanreath Village Shop and Post Office.

Following a safety inspection report of the Community Play Area a number of repairs were made including cutting back and remaking of the wet pour play surface under the

aerial skate apparatus. This repair was made possible by a generous donation from the Furzedown Community Fund.

Following a short but disruptive cold snap during the winter months the Parish Council requested that the road through Lanreath Village and the road to Boddinick and Polruan be considered for inclusion in the Cornwall Council's Precautionary Salting Network. This application is due for review in August and is unlikely to be successful. However, in recognition of the particular problems caused by ice forming on the roads at the top of the village, the Parish Council funded the installation of an additional salt bin located on the verge adjacent to the Village Hall.

The Parish Council budget for the current financial year was agreed in November 2022. In setting the Precept for the financial year 2023/24, consideration was given to the prospect of continuing inflationary pressure on the Parish Council's finances. An average annual inflation figure of 6% was allowed for when setting the budget. This was in line with the Bank of England's somewhat optimistic forecast at the time for average inflation during the current financial year. Despite the Parish Council's objective to incrementally build a General Reserve to fund one off unbudgeted costs consideration was also given to the impact of the cost of living crisis on the community. The Parish Council therefore resolved not to increase the precept for 2023/24 which remains the same as the previous year at £13,900.

The Financial Reports for the financial year 2022/23 will be reviewed at the Parish Council Annual Meeting, however, the audited accounts for the financial year 2022/23 show that the year closed with a balance of £4,666, approximately £700 more than forecast when setting the 2023/24 budget.

In closing I would 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 Lee and seconded by Cllr Cave. Unanimously approved. Chairman accepted.

Vice-Chairman – Cllr Heard – proposed by Cllr Lee and seconded by Cllr Williams. Unanimously approved. Vice-Chairman accepted.

4. Annual Election of Parish Council Representatives

- Village Hall – Chairman proposed that Cllr Heard continue in this role, Cllr Gundry seconded, Unanimously approved. Vice-Chairman accepted.
- Amenities, Mini-bus, Shop and Post Office – no representatives proposed.

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

Those present declined

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 18th April 2023

Cllr J Williams proposed that the minutes be accepted. This was seconded by Cllr Lee and agreed. The Chairman signed the minutes.

8. County Councillor's Report

None in the absence of Cty Cllr Martin.

9. Matters arising

- Downsizing incentives

Clerk reported that she made a Freedom of Information Act request to Cornwall Council on 25th April and the earliest a response would be sent would be 25th May.

- Empty Property at No. 1 Pine Villas

Clerk reported that having issued a Casework Assist Enquiry in March, there should have been a reply from Cornwall Council by no later than 20th April, so far no response has been received, and she will continue to pursue this.

- Rust on steelwork Millennium Building

Chairman reported that as the weather is set fair for the next week he will endeavour to carry out the remedial work.

- Public footpath signage and repair stile

Chairman reported that he has the new way marker signs and intends to renew tomorrow.

- Coronation commemorative gifts

Chairman reported that there is a small surplus of mugs remaining in the shop. He proposed that, in the light of some requests to purchase from members of the community, these be raffled in order to raise funds for the Village Hall roof replacement fund, and that one mug be retained by the Parish Council for display in the Village Hall committee room. Cllr Gundry seconded, unanimously approved. Chairman tasked with reporting on the decision to Mrs Rawlins at the shop.

- Coronation Parade and service at Truro Cathedral

No attendance by any Lanreath Parish councillors.

- Community Garden Access

Chairman reported that he had met with the new owner Clare Parry, and she had taken photographs of the access and will confer with her father and then advise – she did not anticipate that there would be an issue. She is content to continue with the current arrangement but, although the site is in her name, it is effectively shared between three siblings, at least one of whom may be keener to monetise the asset. Chairman raised the potential for registering the Community Garden as an Asset of Community Value – Ms Parry showed some concern about this, so the Chairman has emailed her details of how the scheme operates.

Councillors discussed the untidy state of the Community Garden, and Chairman will liaise with the Gardening Group regarding removal of the old broken picnic tables that have been pushed into the hedge. Concern was expressed about spending money on the access when currently the future of the site is uncertain. Matter to be considered further at the next meeting, by which time Ms Parry will have spoken to her family members. In the interim Vice-Chairman will research the Community Ownership Fund and report to the next meeting.

- Manhole cover soakaway football pitch field

Cllr Williams reported that this repair had been completed on 19th April.

- Unauthorised building in the Parish

Both sites have been reported to Planning Enforcement, and acknowledged, it can take up to 16 weeks to be dealt with. Cllr Cave reported hearing a lot of noise coming, she thought, from one site. She will investigate and report to the next meeting.

- Post Box at the Village Shop

Vice-Chairman reported that he had spoken to Looe Sorting Office, but as yet nothing had been done. He will continue to pursue this matter, and keep Mrs Rawlins informed. He will report further to the next meeting.

- Liskeard and Looe Community Network meeting Lanreath Village Hall 24th April

Chairman reported on his attendance at the last meeting of the old Community Network. There was an update at the meeting on the Safer Liskeard Partnership presented by Lucy Allison, the Community Safety Officer for East Cornwall. Safer Liskeard is part of a wider Safer Cornwall partnership and it facilitates and supports a co-ordinated and multi-agency approach to community safety issues to improve feelings of safety and public reassurance, reduce the risk of harm to the community and protect vulnerable groups. The Partnership can help outside Liskeard, and included are:

Devon and Cornwall Police
Cornwall Council
Liskeard Town Council
Liskeard Town Forum
Housing providers
Liskeard Secondary School and Community College
Addaction
Community Mental Health Team
Cornwall Fire and Rescue Service
Office of the Police and Crime Commissioner
Voluntary and Community Sector groups

There was a report from Will Glassup, Highways East. He reported that there had been a reduction in the surface treatment budget, which inevitably leads to more potholes. The pothole 'injection truck' cannot be used on A and B roads as the bitumen/aggregate mix is unsuitable for the resurfacing process. A thousand defects are being reported each week. CORMAC generally meets its key performance indicators for pothole repairs – any 150mm deep are dealt with in 48 hours, the rest within 7 days of the report. The Highways scheme is oversubscribed

with 50 or so expressions of interest queued for consideration. The scheme is due to be revised under the new Community Area Partnerships (CAP).

The CAP meeting is likely to be on 6th June. Parish and town councils in the Looe, Liskeard, and Cornwall Gateway CAP have been invited to consider: priorities, who will be their representative, and ideas for a new name. There will be 29 parish/town councils with 11 divisional members across the Looe, Liskeard and Cornwall Gateway CAP. Additional hours will be assigned to the responsible Community Link Officer, Catherine Thomson. Shared Prosperity Funding may be distributed via the CAPs. There will be four to six meetings a year, and additional workshops to develop an action plan and set priorities.

Vice-Chairman felt that Lanreath Parish Council owed it to the parishioners to represent them at the CAP. Chairman proposed that Vice-Chairman be the Lanreath Parish Council representative at the CAP meetings, Cllr Cave seconded, unanimously agreed.

10. Correspondence

Cornwall Council

- Weekly planning lists
- Information: Looe Flood Defence – 11th April
- Looe Good Growth workshop and drop in – 11th April
- Supplement: Committee Updates to the agenda for Strategic Planning Committee meeting 13th April – 12th April
- Agenda: Liskeard and Looe Community Network meeting 24th April – 20th April
- Minutes for East Sub-Area Planning Committee 17th April – 24th April
- Planning News for Local Councils and Agents – Spring 2023 – 27th April
- Changes to rubbish and recycling collection times – 26th April

Cllr Cave asked if there had been an update as to when waste food bins would be introduced, as this was not clear from the Cornwall Council website. Also when will the staggering of waste/recycling collection will commence. Clerk will research and report to next meeting.

- LMP purchase order details - Payment advice – Precept – 25th April
- Affordable Housing Newsletter May 2023 – 2nd May
- Forest for Cornwall Spring Newsletter – 4th May
- Agenda for East Sub-Area Planning Committee meeting 15th May – 4th May
- Community Area Partnerships – update – 5th May

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 – 4th, 12th, 18th, 27th April
- NALC Chief Executive's Bulletins – 6th, 18th, 24th April, 1st and 5th May
- NALC Events – 11th, 27th April, 2nd May
- NALC newsletter – 13th, 19th, 27th April, 3rd May
- Changes to 101 contact system – 12th April
- CALC: Community Housing Conversations 19th April – 12th April
- Invitation to the Coronation Service of Commemoration – 14th April
- Councillor Advocate Seminar: Tackling Drugs 16th May – 18th April
- Duchy Health Charity Cost of Living Crisis Fund – administered by Cornwall Community Foundation – 21st April
- Letter of thanks Lanreath PCC - 27th April
- Free CPR and Defib Sessions for Locals – 24th April
- Tamar Toll Action Group, request for support – 26th April

Cllr Williams asked for further information about this request. Clerk tasked with forwarding details of the Group's website to all councillors, and include this in the agenda for discussion at the June meeting.

- Citizens Advice information and letter – 5th April
- Cornwall Air Ambulance thank you letter – 4th May
- Rural Funding Digest – 5th May
- Rural Bulletin – 3rd May

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

Chairman reported that upon reviewing Standing Orders, Code of Conduct, Code for Handling Complaints (save for a correction to formatting identified by Cllr Gundry), and Recording of Meetings he considered that no changes were necessary.

He proposed that the Financial Regulations be amended slightly, to delete unnecessary wording in paragraph 3.3, and Cllr Cave pointed out that there was a repetition of 'Section 33' in paragraph 15.1 which needed to be deleted.

Chairman had circulated to all councillors his proposed amendments to the Risk Assessment. Meeting discussed the amendments. With regards to there being no contingency for a contested election of a councillor, this should be included in the consideration of the Budget for next year. The online payments made by the Clerk as Responsible Financial Officer to be reviewed against bank reconciliations is effectively taking place already, however there will be an additional check against the Budget figures,

and the Chairman projected onto a screen for the meeting to see a spread sheet showing expenditure/income anticipated in the Budget, compared with actual expenditure/income. This will be updated monthly and presented at each meeting.

Regarding VAT reclaim, Cllr Cave put herself forward as the councillor who should review this. She advised the meeting that the period for VAT reclaim is 4 years from the date of invoice.

An amendment that required Clerk and Chairman to maintain a list of critical contacts for the council was generally considered sensible, as was the suggestion that a backup policy be developed for critical data/electronic correspondence. The Clerk was tasked with including in the next meeting agenda possible procedures should she be incapacitated, so that online banking is not disrupted, and any original documents or digital files in her possession belonging to the council, can be retrieved. In addition the Chairman will draft a document for the councillors to review, concerning data protection/back up.

The Chairman had drafted an amendment to the inspection of assets and review of insurance policy requirements, which the Clerk will report on at the June meeting. The Chairman will take on the task of weekly inspections of the playground equipment. An asset inspection regime can be formalised at the next meeting.

There was one small amendment to the General Privacy Notice – the addition of the Information Commissioners Office online chat service web address. Cllr Heard offered to carry out a thorough review of the General Privacy Notice over the next three months and thereafter to report to the councillors.

Chairman proposed that all amendments be implemented, Vice-Chairman seconded, unanimously agreed.

Cllr Gundry questioned the need for the COVID procedure section on the Parish website – to be left for the time being.

12. Annual Accounts

Chairman presented for the meeting the Annual Governance and Accounting Records (AGAR) documentation for the year 2022/23. Completed by the Clerk/RFO, and approved by the internal auditor, who has completed his section and signed. Chairman and Clerk to sign if the completed form meets with the councillors' approval. Thereafter the Exemption Certificate will be filed with the external auditors.

After consideration of the contents of the form Vice-Chairman proposed approval of the Exemption Certificate, seconded by Cllr Gundry, and unanimously approved. Cllr Cave proposed that sections 1 and 2 of the AGAR 2022/23 form be accepted, Cllr Williams seconded. Unanimously agreed. Chairman and Clerk signed the Certificate of Exemption and sections 1 and 2 of the AGAR 2022/23. Clerk tasked with filing the Certificate of Exemption with the external auditor before the deadline of 30th June.

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

Chairman proposed that these be 12th June to 21st July 2023, hosted by the Village Shop and Post Office, as both Chairman and Clerk away during June. Cllr Gundry seconded. Unanimously agreed. Clerk tasked with posting notice online on the Parish website, together with the AGAR 2022/23 and supporting information. Originals to be left at the Village Shop and Post Office before the date for commencement of public rights of inspection.

14. Finances – presented by the Clerk

Payments approved 18th April or prior, and paid since last meeting:

Dan Northcott	£114.50
Play Safely (RoSPA report)	£90.00 (includes £15 VAT)
Lanreath PCC donation	£742
Lanreath Amenities donation	£212
Lanreath Village Hall donation	£318
Lanreath Mini-bus	£318
Cornwall Air Ambulance donation	£265
Tristar Media Ltd (Coronation mugs)	£298.20 (includes £49.70 VAT)
Dunn & Dusted	£90.00
Zurich – insurance premium	£830.09
CALC and NALC subscription	£240.79 (includes £37.16 VAT)
Clerk's salary April	£354.50
Inter account transfer	£4,000

Approval sought by Clerk for inter account transfer of £100 on 12th April.

Payments approved and awaiting payment:

Village Hall Hire – March and April (two meetings)	£75
Community Areas Grass Cutting	£90
Clerk's April tax	£26.50

Outstanding payments due before the June 2023 meeting, for approval:

D.Northcott	£114.50
Clerk's May salary, expenses, tax	£372
Village Hall hire	£50
D. Hilton – PAYE work	£15
D. Hilton – audit work	£140
Community Areas grass cutting	£180
Nisbets invoice – soap and paper towels	£51.56 (includes £8.59 VAT)
Councillors' expenses - £27.56 x 9	£248.04
SWW	£73.47
Community Garden Rent	£10

EDF is in credit due to Government contribution of £150. Precept of £6,950 received 12th April. Bank balances at 30th April 2023 as per bank reconciliation and statements circulated to all councillors.

Bank Balances as at 9 th May: Deposit A/C 07083384	£7,456.82
Current A/C 00105609	£174.18

Inter A/C transfer approval for £1,300 sought.

Cllr Lee proposed that the transfers and payments be approved, Cllr Williams seconded, unanimously agreed. Clerk tasked with providing a monthly Budget comparison at each meeting, as per the amended Risk Assessment dealt with under Item 11 (above) of the meeting.

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

Chairman reported that this is reviewed every year, but the Clerk's training level does not meet the criteria, and therefore, as in previous years, proposed that Lanreath Parish Council does not pursue. Seconded by Cllr Gundry, and agreed unanimously.

16. To consider proposals for filling the vacant seat on the Parish Council

Chairman expressed his view that the vacant seat should be advertised, particularly as two councillors would be absent through illness for some time, and another had difficulty in attending all meetings due to work and family commitments. He proposed that notice of the vacancy be placed online and in the Village Shop and Post Office notice board. Cllr Cave seconded, unanimously agreed.

17. To review RoSPA playground inspection report

Chairman reminded the meeting that the last wetpour repair cost £1,848 including VAT, and currently in the unscheduled maintenance budget there is £1,081. The area that the latest report mentions is fairly insignificant, and Chairman sent photographs to Rhino Play last year, and they advised that:

'There is unfortunately not a product that we can use to seal up very small gaps, a butyl rubber compound isn't available for this type of use. I wouldn't worry too much about small gaps. These are likely to widen and then reduce with temperature.'

Chairman proposed that there be no further repair at this stage, but to keep checking the area periodically. Cllr Gundry seconded, unanimously approved.

18. Climate Change

Cllr Cave reported that she had spoken to Mr D Moore and there are three oak saplings, each about a foot tall, available for planting at the Village Hall. He will contact the secretary to the Village Hall Management Committee (Ms Sarah Johns) in this regard.

There has been no public response to the request for suggestions as to ways to combat climate change and conserve nature in the Parish.

Vice-Chairman suggested that perhaps looking at what other Parish Councils had achieved with regard to climate change could assist, and may provide an opportunity to Lanreath Parish Council. Unanimously agreed that Cllr Cave would investigate what other Parish Councils are doing, and make contact with another Parish Council Climate Change lead. To be considered further at future meetings.

The upcoming online NALC event 'Fighting climate change with local council action' was discussed. It was agreed that the Chairman should attend, at a ticket price of £39.22, and report back to future meetings. If the Chairman is unable to attend for any reason he will contact Cllr Cave who will endeavour to attend in his absence.

19. Parish Problems

A report had been made to the Clerk about an incident on the road to Stonerush Lakes, where a vehicle had collided with a hedge, and then crashed through gates at a property owned by a local resident. The vehicle had not stopped, but driven off, leaving the householder to find the damage the next day. It has been reported to the police.

Chairman reminded the meeting that as with all country lanes in the Parish, the lanes in this location are subject to the National Speed Limit – although only a lunatic would

attempt them at 60mph, which would probably amount to 'dangerous driving', and then be a matter for the police.

Measures such as 'Warning – Double Bend' signs would need to be agreed with Highways, and the Highways Community Fund is currently oversubscribed and any new applications under this scheme, or successor scheme, will need to wait until the new CAPs are up and running.

Reduced speed limits below the National Speed Limit may be set by the local Highways Authority where local needs and conditions suggest a speed limit which is different from the respective National Speed Limit, but the Chairman felt that to make a specific case for reduced speed limits on the lanes in this locality would be a challenge, and likely to be ignored in any event.

Cllr Cave stated that having driven along this lane multiple times a week, she often is in fear of other motorists taking the bends too fast, and without consideration to possible on-coming vehicles. It is a very dangerous section of the lane. Although there is the possibility that this was a freak accident, and excess alcohol may have been involved. Cllr Cave offered to speak to the resident owners of the property damaged, and see what if any ideas they have that may prevent future incidents, and she will report back to the next meeting.

20. Any other Business

Cllr Williams had received a request for the attention of the Village Hall Management Committee concerning the gift of a piano from Mr and Mrs David Rawlins. Clerk tasked with forwarding the offer to Mr Bernie Douglas.

21. Public Participation

The members of the public declined to address the meeting, and were thanked by the Chairman for their attendance.

22. Date and time of next meeting

Tuesday 20th June at 7.30 pm.

Meeting concluded at 9.35 pm.