

LANREATH PARISH COUNCIL ANNUAL MEETING MINUTES

Date of Meeting

13 May 2025 commencing 19.30

Present

Cllr Peter Bartram, Cllr John Gundry, Cllr David Heard – Vice-Chairman, Cllr Shelley Honeyman, Cty Cllr Sarah Preece, Cllr Mike Roberts, Cllr Peter Seaman – Chairman, Cllr Stephanie Vickery, Mrs R Warren – Clerk.

No members of the public.

The Chairman opened the meeting and welcomed everyone.

1. Apologies

Cllr Sandie Christiansen.

2. Retiring Chairman's report to the Council

“Four-yearly elections for the Parish Council were held on the 1st of May this year. As there were only seven nominees for the ten council seats, the election was deemed uncontested and the nominees were duly elected. This leaves three vacant seats on the council that can be filled by co-option. Should any member of the community be interested in becoming a councillor it is recommended that they contact the Parish Clerk, whose contact details are available on the Lanreath Parish Council website.

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 and to thank them all for their time and commitment. The Parish Council continues to support a number of these organisations with donations from the Parish Precept.

I would also like to thank my councillor colleagues for their time and commitment to the Council and wider community throughout the year and to thank the Clerk to the Council, Rebecca Warren, for her support and diligent execution of Council business.

Various projects across the Parish were approved by the Council over the year including the installation of new benches on the Millennium Green and, finally, the installation of a handrail at the entrance to the Community Garden. Funds were allocated in this year's budget for replacement of some of the windows in the Village Shop and Post Office.

The Punch Bowl Inn refurbishment is nearing completion with some works still ongoing in the Inn's guest rooms. After standing empty for nearly 13 years, the Inn and associated holiday cottages and chalets are expected to start opening, incrementally, for business in 2 – 3 weeks' time.

The outgoing Cornwall Councillor for Lostwithiel and Lanreath, Cllr Colin Martin, did not stand for re-election at the beginning of May of this year. Lanreath Parish Council will look to build a closer working relationship with the newly elected Councillor for our Division, Cllr Sarah Preece.

Although planning business was generally light across the year, planning application PA24/04905 seeking outline planning permission for up to 10 affordable houses in the Football Pitch Field, generated significant community interest and concern. A public meeting with the developer's agent was held on the 6th September in the Village Hall

which was attended by a large section of the community. A significant number of public comments were submitted on the Planning Portal raising objections to the application. In its Consultee comments the Parish Council objected to the application in its current form. Although initially validated on the 11th July 2024 the application remains undecided.

Two reports of unauthorised development in the Parish were submitted by the Council, one of these has led to an enforcement notice being issued by the Planning Authority requiring the removal of the development. An appeal was raised against the enforcement notice and this is still working its way through the Planning Inspectorate appeals process.

The Council was contacted by Elgin Energy EsCo Ltd on the 17th April this year informing the Council of its plans for the construction, operation, management, and decommissioning of a grid-connected solar & battery storage farm on Bocaddon land in which the company has acquired an interest. The plans are the subject of confidential pre-application submitted by the company to the local Planning Authority that is not available for public review. In its email, the company advised that it is committed to carrying out a full pre-application consultation with the local community ahead of submitting a full planning application including speaking with the Parish Council to discuss the plans in more detail. This is likely to take place later this summer, once the basic principles of the plans are established and more technical information is available.

The Parish Council's accounts for the financial year 2024/25 were approved by the Council in April of this year following an internal audit. The year ended with a small budget surplus. Confirmation of exempt status, as a smaller authority, was received from the external auditors BDO LLP on 2nd May of this year and, therefore, no external review of the accounts is required for the reporting period. The Parish Council budget for the current financial year was agreed in November 2024. At the same meeting it was agreed that there would be a small increase of £880 from the previous year's precept, with this year's percept being £18,810.00. Due to the recent implementation of the 2nd homes Council Tax premium, this increase is absorbed by the additional tax revenue from 2nd homes in the Parish; as a result, the Parish Council tax remains unchanged from last year for permanent residents.

The Council has continued to incrementally build a General Reserve to cover unbudgeted expenses and emergencies as outlined in the Council's Reserves Policy. This reserve currently stands at £6250."

3. Annual Election of Chair and Vice-Chair

Chairman – Cllr David Heard – proposed by Cllr Roberts, seconded, and unanimously approved.

Vice-Chairman – Cllr John Gundry – proposed by Cllr Bartram, seconded, and unanimously approved.

The meeting then stepped out of Standing Orders for the Chairman to thank the retiring Chairman for his exemplary service, and to present him with gifts from Councillors. Retiring Chairman then left the meeting, which stepped back into Standing Orders.

4. Annual Election of Parish Council Representatives

- SECCAP Principal Representative – Chairman confirmed that he would be able to continue in this role. Proposed by Cllr Honeyman that he continue, seconded and unanimously agreed.

- SECCAP Environmental – Cllr Vickery was proposed by Cllr Honeyman, seconded, and unanimously approved.
- Shop and Post Office – Chairman proposed Vice-Chairman, seconded and unanimously agreed.
- Village Hall – Cllr Vickery was proposed by Chairman, seconded and unanimously approved.
- Asset Inspections – Cllr Honeyman was proposed by Vice-Chairman, seconded, and unanimously approved.
- Climate Change – Cllr Vickery expressed interest in taking over this portfolio, and proposed that she take it on, Chairman seconded, and unanimously approved.
- Online Banking alternative authoriser and bank signatories – Chairman proposed that himself and Cllr Roberts be fully authorised bank signatories, seconded, and unanimously approved. Clerk tasked with ensuring that the Parish Council's bank implements this change. Chairman further proposed that Cllr Roberts be appointed to check and, if satisfied as to their accuracy, sign off Parish Council monthly bank reconciliations prepared by the Clerk. Seconded, and unanimously approved.

5. Members of the Public are invited to address the Council – None.

6. Members of the Council to disclose their interests in the matters to be discussed and to decide requests for dispensations. None.

7. To approve the minutes of the meeting held on 15 April 2025

Chairman proposed that the minutes be approved, Vice-Chairman seconded, approved by all those present who attended the meeting on 15 April. Chairman signed the minutes.

8. County Councillor's Report

Cty Cllr Preece had made time in a very busy schedule to attend, and brought with her a number of copies of her report regarding the Cornwall Council election results, which she read through for the Councillors. *To read this report in full please use this link:*

<https://www.lanreathparishcouncil.co.uk/app/download/19995952225/Report%20to%20T&P%20Council.docx?t=1747724547>

She then took a brief Q& A session before leaving the meeting.

9. Matters arising

- PA24/04905 – progress. Chairman reported that this still awaits a decision.
- Bury Down Lane debris. Chairman reported that this appears to be clear at the moment.
- BT phone box Herodsfoot. Chairman confirmed that the response opposing de-commissioning had been submitted by the outgoing Chairman.
- AGAR – Clerk had submitted the signed Certificate of Exemption to the external auditor, and on 8 May all documentation, and the Notice for Exercise of Public Rights of Inspection, had been uploaded to the Parish website.

10. Correspondence

Cornwall Council

- Weekly planning lists
- CAP correspondence – 28 April and 3 May

- Agenda for Strategic Planning Committee 17 April – 11 April
- Minutes for East Sub-Area Planning Committee 14 April – 16 April
- Cornwall National landscape May newsletter – 2 May
- Positive News for Local Councils and Agents – Spring 2025 – 2 May

Other

(Any correspondence of community interest has been uploaded to the Parish website/linked to Facebook by Chairman, Vice-Chairman, or Cllr Vickery)

- The Rural Network – 29 April, 3 May
- Office of the Police and Crime Commissioner for Devon, Cornwall and the Isles of Scilly – 11, 17, 23 April, 3 May
- CAP – 11, 28 April, 3 May
- CALC – 25, 29 April
- NHS Together – 17 April
- **Elgin proposals for land at Bocaddon Farm – 17 April request “to speak with the Parish Council to discuss plans in more detail”.**
It was noted that Elgin Energy, as a promoter of a proposed solar farm development in the Parish, had suggested meeting with the Parish Council to discuss the same. The proposal is being progressed by way of a confidential pre-app with Cornwall Council Planning and it was noted that the Parish Council had, in consequence, very little information at this stage. Chairman proposed that the Parish Council await both further detail on the proposal, and further communications from the prospective developer before responding to the request for engagement with the Parish Council. Seconded and unanimously approved.
- British Gas Zero Carbon Electricity for Business Certificate – 2 May

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

- Standing Orders
- Financial Regulations – new model Financial Regulations (Councillor payments authoriser to be appointed)
- General Privacy Notice
- Code for Handling Complaints
- Recording of Meetings
- Safeguarding Policy
- Risk Assessment
- Councillor Expenses
- Data Retention Policy

Chairman confirmed that all of the Policies and Procedures had been circulated, including any amended versions, or new documents. Councillors confirmed that they had received and reviewed these.

Regarding a Councillor payments authoriser, after a brief discussion, it was felt that the current arrangements should continue – payments to be made by the Clerk after they have been authorised by Councillors at their meetings.

The annual payment of Councillor Expenses in the amount approved in the annual Budget (currently £29 each) requires specific authority. Vice-Chairman proposed that Lanreath

Parish Council approve such payments, seconded, and unanimously approved. Such approval to continue until and unless it is further reviewed.

Chairman proposed that the Policies and Procedures as amended and circulated to Councillors be approved. Seconded and unanimously approved.

12. CAP report

Chairman had nothing to report. Next scheduled meeting of SECCAP is in June.

13. Village Hall report

Cllr Vickery confirmed that the Car Boot sales at the Village Hall had been a success, and as a result would become a regular event.

14. Climate Change

No report following former Cllr Sue Cave stepping down at the Election.

15. Asset Inspection Report

Cllr Honeyman had circulated her report supported by photographs of around the village. Everything was found in order, save for a couple of relatively minor items to be considered at the next meeting. The replacement/repair of the broken dog mess bin – which Cllr Honeyman will endeavour to chase up, and the Clerk will investigate cost of refixing a sign near the playground area at the Village Hall. Ladybirds Group to be notified about the unsafe broken storage boxes at the Community Garden.

16. Garden Group shed

Clerk confirmed that upon enquiry, the adoption by the Parish Council of the shed would not increase the insurance premium, but it must not be used to store inflammable liquids. Cllr Honeyman advised the meeting that the shed would be very useful for the storage of items used to keep the Millennium Green and the churchyard tidy. Chairman proposed that Lanreath Parish Council adopt the Garden Group shed, seconded, and unanimously approved. Cllr Honeyman tasked with obtaining the security padlock code from Marion Facey.

17. Lanreath Village Pump – in front of Rectory Gardens on St Marnarch's Road

Clerk reported that she had not received a response from Cornwall Council, but she had been unable to locate anything in the Parish Council's archived documents to show ownership. It may be classified as 'street furniture' particularly as it is not working, and will not be re-connected to a water supply. After a brief discussion Chairman proposed that the Parishioner who had volunteered to renovate the pump, and reinstate the sign on it, be given permission to proceed. Cllr Honeyman seconded, unanimously approved.

18. Councillor vacancies

Chairman urged Councillors, and the wider community, to seek candidates for co-option onto the Parish Council to fill the three vacant seats. Applicants need to have been resident in the Parish or vicinity for twelve months and no formal qualifications are required. Anyone interested should contact the Clerk, or a Councillor, and come along to a meeting.

19. Contingency – General reserve

Clerk confirmed that there was a Budget surplus at the year-end of £848.45, which was available to move to the General Reserve, currently standing at £6,250. Chairman proposed that the surplus be moved to the General Reserve, Vice-Chairman seconded, unanimously agreed.

20. Zurich Insurance renewal 27 April £753.73

Clerk had received and circulated the renewal quote, which came in significantly under the Budget estimate. Chairman proposed that the Parish Council insurance be renewed with Zurich, Cllr Vickery seconded, unanimously agreed. Clerk tasked with renewing the policy.

21. Finances and consideration of donations

Full details as set out in the Agenda, which had been sent out to all Councillors. Chairman proposed that the Clerk's requests for retrospective approval of two inter-account transfers totalling £150, payments (including donations as listed) totalling £4,842.23, and an inter-account transfer of £5,000 all be approved. Seconded by Cllr Honeyman, and unanimously approved.

Chairman signed the April bank reconciliation.

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

Vice-Chairman proposed that as there was no present intention on the part of the Parish Council to seek borrowing, and that as the Clerk lacked the necessary level of qualification to enable the Parish Council to borrow, this was not something that should be pursued. Chairman seconded, unanimously agreed.

23. Parish Problems

Clerk confirmed that there had been a problem with the public toilet drain being blocked. This had been rectified but was likely to reoccur due to there being tree root invasion of the drain. This is a matter that has been reported to the insurers (an excess of £250 applies) and further investigation will be required to ascertain what remedial works will be needed.

24. Any other business

None.

25. Public Participation

None.

26. Date and time of next meeting

17 June 2025 at 7.30pm.

Meeting ended at 8.55pm.