

Minutes of the Lewannick Parish Council Meeting held at Polyphant Chapel Schoolroom on Tuesday 15th October 2019 at 7.30pm

Present: Cllr M White (Chairman), Cllr C Newbery (Vice Chair), Cllr S Jasper, Cllr J Newbery, Cllr R Finnimore
Cllr C Tyler and Cllr P Atkinson.

In Attendance: Linda Coles, Locum Parish Clerk

There were 9 members of the public present.

| Item No | | Action By |
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| 1 | <p>Apologies. Apologies were received and accepted from Cllr B Newbery, Cllr B Sleep, Cllr D Parnell and Cllr A Parsons (Cornwall Councillor)</p> | |
| 2 | <p>Declarations of Interest a) Agenda Items. None declared. b) Gifts. None declared.</p> | |
| 3 | <p>Consideration of written requests for dispensation. None received</p> | |
| 4 | <p>Unitary Councillor's Report. Cllr Parsons was not present.</p> | |
| 5 | <p>Public Participation The Planning Agent for PA19/07479 said that the application for consideration this evening complies with Policy 7 of the Local Plan, which supports redundant agricultural buildings becoming dwelling houses. The member of the public who had read from a document at the last meeting asked for a change to the Minutes to be considered to reflect that he had not read from a declaration from the Commons Commissioner but from a document of 1995. This is important because taken in isolation it appears that the land belongs to Coombe Farm. It was agreed that the Minutes will be considered. A member of the public asked about the Community Governance Review with regard to what Cllr Parsons said at the last meeting. The Clerk will email the questions to Cllr Parsons. It was also said that regarding the NDP there would still be funding available from Locality for a Plan. The member of the public pointed out the items said about the NDP that are believed to be untrue and read from the Minutes of the NDP meetings. Another member of the public said that it is disappointing that the NDP had to stop. There was some discussion about the last questionnaire and its content. It was felt that it is a shame to disregard the data collected from the questionnaires. The Chairman said that the NDP was discussed at the last Parish Council meeting and no further comments were going to be taken on the subject.</p> | Clerk |
| 6 | <p>Planning a) Planning Applications received before the agenda was finalised: PA19/07479, Land South of Trelaske Mill, Trelaske Lane, Lewannick, Launceston. Conversion of redundant poultry shed to dwelling house and retention of lean to extension. Cllr J Newbery said that he would like to support this application. Following discussion, it was RESOLVED to support the application, proposed by Cllr J Newbery, seconded by Cllr Finnimore with all in favour. b) Planning Applications received after the agenda was published: None received. c) Planning decisions received from Cornwall Council. None received. d) Other Planning Matters. The Clerk reported that the places have been booked for the Planning Conferences.</p> | |

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| 7 | <p>Minutes of the meeting held on Tuesday 17th September 2019 Subject to the following amendments.....page 6, item 5, ‘<i>read out a declaration from the Commons Commissioner</i>’ changed to ‘from a document’ and ‘a lane that <i>forms</i> part of Coombe Farm’ to ‘a lane that formed part of Coombe Farm’ and page 8, item 12...remove the sentence ‘The information gathering was flawed’it was RESOLVED to sign the Minutes as a true record of the meeting. Proposed by Cllr C Newbery, seconded by Cllr C Tyler with all in favour.</p> | |
| 8 | <p>Matters arising from the above Minutes There were no matters arising.</p> | |
| 9 | <p>Code of Conduct The Chairman read out the document from Cornwall Council which upholds that Cllr C Tyler was in breach of the Code of Conduct. Councillor Claire Tyler said that she will not be making a formal public apology. The Clerk will ask CALC for some wording for the censure of Cllr Tyler for the Chairman to use at the next Parish Council meeting. The Clerk handed round copies of the training slides used at the recent Code of Conduct training.</p> | Clerk |
| 10 | <p>Policies and Procedures Financial regulations 2019. Subject to the discussed changes to items 4.1, 5.1 and 11 it was RESOLVED to adopt the Financial Regulations 2019, proposed by Cllr J Newbery, seconded by Cllr Atkinson with all in favour. The Clerk asked if the Parish Council would like to work towards achieving Foundation Status as part of the Local Council Awards Scheme.</p> | Clerk |
| 11 | <p>Footpaths It was reported that the footpaths were being cut today.</p> | |
| 12 | <p>Highway Matters. Nothing to report.</p> | |
| 13 | <p>Website The Clerk reported that the new website is now live: www.lewannickpc.org.uk and handed round the logins etc. for the individual councillors email addresses.</p> | |
| 14 | <p>Junior Council Cllr C Newbery said that she has made contact with someone locally and is hopeful that the Junior Council is up and running by Spring 2020.</p> | |
| 15 | <p>Play Areas and Open Spaces Cllr Tyler reported that the play equipment at Polyphant is in working order and the self-closing gate is being monitored. The new baby swing has been installed at Lewannick. Cllr Tyler showed a small hand fork that she had found in a hole at the foot of one of the posts for the swing. The Clerk will get a quote for the ROSPA report from the Play Inspection Company.</p> | Clerk |
| 16 | <p>Correspondence a) Email regarding Safer Cornwall PoCA Funding. The Clerk will send details to Lewannick School and the Church. b) St Martin’s Church Lewannick. A letter of support is needed for the church to access funding. The Clerk will send a letter and link in to the above funding.</p> | Clerk Clerk |
| 17 | <p>Finance a) Payments It was RESOLVED to sign and pay the following cheques, proposed by Cllr J Newbery, seconded by Cllr Finnimore with all in favour: Chq 522013 – Elaine Cook, Clerk, salary for 2018/19 and April/May 2019 less PAYE Chq 522014 – L Coles Locum Clerk, salary, office and expenses July, Aug, Sept less PAYE</p> | |

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| | <p>Chq 522015 – HMRC PAYE for E Cook 2018/19 and April – Sept 2019</p> <p>Chq 522016 – HMRC PAYE L Coles July, August and September 2019</p> <p>Chq 522017 – Launceston Print, Newsletter to 31/03/2019 - £190.00</p> <p>Chq 522018 – David Eno, website administration etc. - £474.00</p> <p>Chq 522019 – R Morley, Parish cleaning - £96.00</p> <p>Chq 522020 – D Humber, grass cutting, 2nd payment of year, £600 Polyphant and £533 Lewannick - £1133.00</p> <p>Chq 522021 – Unity Trust Bank, deposit for opening new bank account - £500.00</p> <p>b) Receipts. None to report</p> <p>c) Bank Reconciliations. It was RESOLVED to sign the bank reconciliations as correct, proposed by Cllr J Newbery, seconded by Cllr Atkinson with all in favour.</p> <p>d) AGAR 2018/19. The Clerk reported that the AGAR is on the website. PKF Littlejohn has not completed its report.</p> <p>e) Draft Budget and Precept for 2020/2021. The Clerk circulated the papers for consideration at the next Parish Council meeting.</p> | |
| 18 | Any Other Business Nothing to discuss. | |
| 19 | Items for the next agenda <ul style="list-style-type: none"> • Budget and Precept • Risk Assessment Policy | |
| 20 | Date and time of next meeting The next meeting of Lewannick Parish Council will be held on Tuesday 12 th November 2019 in Lewannick Village Hall at 7.30pm. There will be a meeting in December, Tuesday 17 th at Lewannick Village Hall at 7.30pm The January meeting will be held in Polyphant Chapel. | |
| 21 | CLOSED SESSION. Pursuant to the Public Bodies (Admission to Meetings) Act 1960, members of the public and press left the meeting and the Council moved into Closed session. Following discussion it was agreed that the Chairman and Vice Chair will meet with the grass cutting contractor to discuss the way forward for next year. It was also agreed to open a new bank account with Unity Trust plc, to enable secure online payments to be made. | Clerk |

There being no further business to transact the Chairman closed the meeting at 9.20pm

Signed.....Chairman

Date.....