Minutes of the Lewannick Parish Council Meeting held at Polyphant Chapel Schoolroom on Tuesday 16th July 2019 at 7.30pm

Present: Cllr M White (Chairman), Cllr C Newbery (Vice Chair), Cllr S Jasper, Cllr B Sleep, Cllr D Parnell, Cllr C Tyler, Cllr B Newbery and Cllr P Atkinson.

In Attendance: Linda Coles, Locum Parish Clerk, Cllr A Parsons (Cornwall Councillor)

There were 10 members of the public present.

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1	Apologies.	_
	Apologies were received and accepted from Cllr J Newbery and Cllr R Finnimore.	
2	Declarations of Interest	
	a) Agenda Items. Cllr B Sleep declared an interest in item 6 a) PA19/04047, being a	
	neighbour of the property.	
	b) Gifts. None declared.	
3	Consideration of written requests for Dispensation. None received.	
4	Unitary Councillor's Report	
	Cllr Parsons wished Elaine Cook, Clerk, all the best during her time out from the Parish	
	Council and welcomed Linda Coles as the Locum Clerk.	
	Cllr Parsons is continuing to liaise with Oliver Jones, CORMAC, over highway matters	
	following a site meeting the other day.	
	Cornwall Council is developing a Waste Strategy for 2020, 99.3% of kerbside collections is	
	recycled and 0.7% is usually contaminated with food waste, which is converted into	
	electricity.	
	Cllr Parsons was recently nominated and elected as the East Cornwall Planning	
	Committee Vice Chairman.	
5	Public Participation	
	A member of the public highlighted the draft minutes that are on the website. The first,	
	28 th May Minutes, references a letter of objection read out by him and says that the	
	AGAR form was queried and objections raised line by line. This is incorrect, the resident	
	did not read out a letter of objection nor query the AGAR form or raise objections line by	
	line. What was asked was why a letter of objection sent by two residents in August 2018	
	had received no acknowledgment or put on an agenda for a public meeting until this	
	meeting? The letter was 20 pages long but the one printed and on display at this meeting	
	was an abridged version and did not include the supporting documents.	
	The second reference was to the draft minutes for the 12 th June meeting which makes no reference to the concerns raised by parishioners over the tardiness of the Parish Council	
	responding to correspondence, or how the Parish Council dealt with the matter of	
	documents being changed. It is felt that the minutes do not reflect the strength of feeling	
	demonstrated by the members of public who spoke. The resident has also asked about	
	the issue raised by Littlejohns in their Statutory Recommendation letter of 17 th May	
	regarding the alteration of the documentation issued by Grant Thornton, previous	
	External Auditor, before it was published on the Parish Council website.	
	Another resident said that since the last meeting a series of draft minutes have appeared	
	on the website, some of which do not accurately reflect what was said etc. at the	
	on the website, some of which do not accurately reflect what was sald etc. at the	

	meeting. There have been no answers to the questions raised by PKF Littlejohn, External Auditors.	
	One resident said that there are a couple of statements in the draft minutes that require	
	further explanation and asked for the Parish Council's procedure for dealing with	
	correspondence. It is felt that there is a lack of respect for members of the public from	
	the Parish Council. It was also asked if the Neighbourhood Plan is going to be put back on	
	the agenda for Parish Council meetings.	
	The draft minutes of the May 28 th meeting have not been included in the agenda for this	
	meeting. The Clerk apologised and said that she had been unaware of this meeting but it	Clerk
	will be rectified for the agenda for the next meeting. The Clerk also apologised for	CICIK
	omitting to send a copy of the draft minutes for the Extraordinary Meeting held on the	
	5 th July, it had been her understanding that a copy had been emailed to everyone. This	
	too will be put right for the next meeting of the Parish Council.	
	It was asked if the Social Media Policy can now be removed. This will be looked at. It was	
	reported that the Parish Council is looking to have a new website, with individual email	
	addresses for the Parish Councillors and a specific Parish Council email address.	
	Cllr Parsons said that the new building at Polyphant is a beautiful family home but the	
	occupants have put it on the open market because of the issues that they have faced.	
6	Planning	
	a) Planning applications received before the agenda was finalised:	
	PA19/04047, Trevadlock Manor, South Wing, Trevadlock, Launceston Pl15 7PW.	
	Listed Building Consent for remodelling of 1980's porch. Replacement of pitched roof	
	with lead flat and provision of glazed walling on existing plinth and footprint.	
	Reinsertion of front door in 1729 elevation by removing window. Omission of one	
	roof light as approved PA16/08827. (Cllr B Sleep left the meeting, having declared an	
	Interest). Following discussion it was RESOLVED to support this application, Clir Tyler	
	proposed, Cllr Atkinson seconded and all were in favour. (Cllr Sleep returned to the	
	meeting).	
	b) Planning applications received after the agenda was published:	
	PA19/04409, Ridgeview Access to Bowden Farm, Polyphant, Launceston, PL15 7PU.	
	Extend the existing garage to create annexe accommodation, loft conversion, single	
	storey kitchen extension and associated internal layout changes and replacement	
	conservatory. The view from the road will be the same, no impact to the street scene.	
	It was RESOLVED to support this application, proposed by Cllr Atkinson, seconded by	
	Cllr Parnell with all in favour.	
	c) Planning decisions notified by Cornwall Council: None received.	
	d) Other Planning Matters. No matters to discuss.	
7	Minutes of the following meetings:	
	a) Annual Parish Council Meeting held on Tuesday 21 st May 2019. Subject to the	Clerk
	addition of Cllr Tyler's name being listed as present at the meeting, it was RESOLVED	
	to sign the Minutes, proposed by Cllr Sleep, seconded by Cllr C Newbery with all in	
	favour.	
	b) Parish Council Meeting held on Tuesday 21 st May 2019. It was RESOLVED to sign the	
	minutes, proposed by Cllr C Newbery, seconded by Cllr Sleep, with all in favour.	
	c) Extraordinary Parish Council Meeting held on Wednesday 12 th June 2019. Subject to	
	the addition of the name of E Cook, Clerk, to the Minutes as being present at the	Clerk
	meeting and the addition, as Appendix 1, of the email thread from PKF Littlejohn, it	
	was RESOLVED that they be signed, proposed by Clir B Newbery, seconded by Clir	

	White, five votes for, one against and two abstentions from those members not present at the meeting. The Clerk will add the email thread as Appendix 1.	
	d) Extraordinary Parish Council Meeting held on Monday 24 th June 2019. Subject to	Clerk
	the addition of the name of E Cook, Clerk, to the Minutes as being present at the	
	Meeting and that Cllr Jasper had requested that the assets were itemised separately	
	in the Asset Register it was RESOLVED to sign the Minutes, proposed by Clir C	
	Newbery, seconded by Cllr Atkinson, five votes for, one against and two	
	abstentions from those who had not been present at that meeting.	
	e) Extraordinary Parish Council Meeting held on Friday 5 th July 2019. The Clerk (LC) had	
	omitted to circulate a copy of these Minutes and so they will be included for approval	Clerk
	at the next PC meeting.	
8	Matters Arising from the above Minutes. Cllr Tyler wished it to be known that she had	
U	not queried the introduction of Linda Coles as the Internal Auditor but had queried	
	whether the appointment should have been approved by the full council. It had been	
	pointed out at that meeting that there had been no time to call a full council meeting	
	and that the appointment had been the recommendation of CALC.	
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9	Footpaths	Clerk
	The Clerk will look at the contract for the LMP and will ask the contractor for a copy of	Clerk
	the schedule of cutting.	
10	Highway Matters	
	The Clerk reported a road closure at B3254 between Trekelland Bridge Hill and	
	Trewinnow Cross, Lewannick. 29 th July to 9 th August 2019 (24hours and weekends	
	included) for CORMAC, Highways.	
	This notice will be retyped in a larger font for the website.	Clerk
11	Website	
	Cllr C Newbery had obtained three quotes for a new Parish Council website as follows:	
	1. Parishcouncilwebsites.org.uk: Cost of website £599 +VAT and £300 per annum	
	maintenance.	
	2. WesternWeb Ltd: cost of website £550 + VAT and £122 per annum for individual	
	email addresses for councillors, unlimited number, an individual Parish Council email	
	address, domain name and web space fees.	
	3. Parish Council Websites: Cost £704.99 to set up website and £469 per annum	
	maintenance fee.	
	Cllr Parnell has looked at WesternWeb and has spoken to Barry Isaacs and said that this	
	seemed to be the most reasonable and it is a local business. The Clerk has had many	
	dealings with WesternWeb, using them for other Parish Councils that she works for. It is	
	an easy website to administrate, the training is free and there is always telephone	
	support. It was RESOLVED to instruct WesternWeb Ltd to go ahead and design the	
	website, set up the individual Councillors emails and one for the Council itself. Proposed	Clerk
	by Cllr Parnell, seconded by Cllr Sleep, seven votes for, one abstention. The Clerk will	
	contact Barry Isaacs.	
12	Play Areas and Open spaces	
	a) Grass cutting at Polyphant and discussion on Contract for Parish Grass Cutting.	
	Clir Tyler reported that she had stained the steps of the Multiplay in Polyphant and	
	screwed a step on the Multiplay in Lewannick. Cllr Tyler thanked Elaine Cook for	
	overseeing the Play Areas when she was on holiday. It was reported that the grass at	
	Polyphant was very long on the 29 th June. On the 11 th July it was reported that the	
	tyre swing was damaged. Cllr Tyler put up notices warning the public not to use this	
	equipment because it was dangerous however, on the 12 th July it was reported to her	
	equipment because it was uangerous nowever, on the 12 ^m July it was reported to her	

		that the netting had been tone down as a resident had some solutions for OUT	
		that the notices had been torn down so a resident had removed the swing. Cllr Tyler now has it in her garage. Cllr Parnell will look at repairing this with Cllr J Newbery.	DP/JN
		The Clerk reported that the cradle swing is due to be installed week commencing 5 th	DF/JN
		August. Cllr White and Cllr J Newbery will deal with removing the old one.	MW/JN
		The Contract for grass cutting was discussed. It was agreed that the Parish Council	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
		will give three months' notice to terminate the present fixed contract and seek	
		tenders for the grass cutting to be carried out on need to be cut basis, costed on an	
		individual cut. This action will be taken for both the Polyphant and the Lewannick	
		Contract. The Clerk will write to the contractor giving the required notice and inviting	
		him to tender on an individual cuts basis. The contract for Lewannick will be	
		separated into two parts, the Play Area and the Green and verges. The Clerk will ask	
		for three tenders as a minimum. Cllr White is willing to meet with contractors if	
		necessary to explain what is required.	
	b)	Tree Report	
	~,	The Clerk circulated the Tree Report and has sent copies to four contractors for	
		tendering.	
13	Со	rrespondence	
		Emails from various members of the public regarding the outstanding observations of	
		the accounts, AGAR and queries raised by the Electorate. Noted	
	b)	Consultation on Planning for Coastal Change. Noted	
	c)	Highways Engagement Event at CORMAC. Noted	
	•	Street Trading Review. Noted	
	-	Communities and Devolution Bulletin, training for tackling litter etc. Cllr Tyler will	СТ
	- /	attend the event on 29 th July 2019 and will report back.	-
	f)	Polling Districts and Polling Places Review. Noted.	
	•	Code of Conduct Training. Cllr C Newbery has contacted Cornwall council and it	
		hoped to have some training delivered more locally, date to be advised.	
	h)	Communities and Devolution Bulletin, Community Governance Review. The Clerk	
		reported that she had been told that the Parish wanted no change and so has	
		submitted the form to the CGR Panel stating this. Noted.	
	i)	NALC Legal Update. The Clerk read out the email from NALC regarding secret ballots	
		and naming individuals in the minutes of meetings. Using GDPR Guidelines the Clerk	
		advocated not naming individuals in minutes. Noted.	
	j)	Email received from concerned resident regarding the A30 crossover to Lewannick.	
		The Clerk will reply sympathetically and also contact CORMAC/Highways England and	Clerk
		ask for the worn road markings to be renewed.	
14		ance	
	a)	Payments	
		It was RESOLVED that the following payments are made for July, proposed by Clir	
		Sleep seconded by Cllr Newbery with all in favour:	
		Direct Debit – Final payment to BT for WiFi at Parish Halls - £16.87	
		• Chq 022006 – The Cumbria Clock Co. Servicing Lewannick Church Clock - £186.00	
		• Chq 022007 – B Woods Tree Care, cheque to E Cook who paid for the Tree Report	
		for Polyphant on a personal cheque - £645.00	
		• Chq 022008 – D Humber, Grass cutting at Polyphant (£534), at Lewannick (£600)	
		and Footpath cutting (£495) total - £1629.00	
		• Chq 022009 – D Humber, outstanding payment for 2018 - £533.00	
		• Chq 022010 – L Coles, Internal Auditor 2018/19 - £286.80	
	b)	Receipts:	

	Donation received - £250.00 Clerk's repaid salary -£3360.00	
	c) Bank Reconciliations. It was RESOLVED that the bank reconciliations for April and May 2019 be signed as a true record of the accounts. Proposed by Cllr Atkinson seconded by Cllr Newbery with all in favour.	
	 d) Information Commission. It was RESOLVED to sign the Direct Debit instruction for the annual registration of the Parish Council at the Information Commissioners Office, a cost of £35.00. Proposed by Cllr White seconded by Cllr Newbery with all in favour. 	
15	Any Other Business	
	It was reported that the bushes behind the bus shelter at Hawks Tor Drive, Lewannick, need cutting back.	
	Cllr Newbery would like to explore the possibility of a Junior Council by engaging with the School and young people of the Parish. This will be an agenda item for the next meeting. Cllr Tyler had forwarded an email to the Clerk and the Clerk will reply to it.	Clerk Clerk
16	Items for the next agenda	CICIN
	Neighbourhood Development Plan	
	 Policies to be adopted. Disciplinary and Grievance, and Terms of Reference for Disciplinary and Appeals Committees (circulated by the Clerk to Members) 	
17	Date and time of next meeting The next scheduled meeting of the Parish Council will be 17 th September 2019, 7.30pm at	
	Lewannick Village Hall.	
	(It is noted that, should an extraordinary meeting be called in August this will be held in Polyphant)	
18	Closed Session. Pursuant to the Public Bodies (Admission to Meetings) Act 1960,	
	members of the public and press left the meeting and Council moved into Closed	
	Session.	
	Staffing matters were discussed.	
	This Minute is recorded as a Confidential Matter and is compliant with the Code of Conduct and GDPR Guidelines.	
	conduct and optin outdomes.	

There being no further business to transact the Chairman closed the meeting at 9.30pm

Signed.....Chairman

Dated.....