

## 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.

Item No		Action By
1	<p><b>Apologies.</b> Apologies were received and accepted from Cllr J Newbery and Cllr R Finnimore.</p>	
2	<p><b>Declarations of Interest</b>  <b>a) Agenda Items.</b> Cllr B Sleep declared an interest in item 6 a) PA19/04047, being a neighbour of the property.  <b>b) Gifts.</b> None declared.</p>	
3	<p><b>Consideration of written requests for Dispensation.</b> None received.</p>	
4	<p><b>Unitary Councillor's Report</b>            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.</p>	
5	<p><b>Public Participation</b>            A member of the public highlighted the draft minutes that are on the website. The first, 28<sup>th</sup> 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<sup>th</sup> 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<sup>th</sup> 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</p>	



	<p><b>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.</b></p> <p><b>d) Extraordinary Parish Council Meeting held on Monday 24<sup>th</sup> June 2019.</b> Subject to 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 <b>RESOLVED</b> to sign the Minutes, <b>proposed by Cllr C Newbery, seconded by Cllr Atkinson, five votes for, one against and two abstentions from those who had not been present at that meeting.</b></p> <p><b>e) Extraordinary Parish Council Meeting held on Friday 5<sup>th</sup> July 2019.</b> The Clerk (LC) had omitted to circulate a copy of these Minutes and so they will be included for approval at the next PC meeting.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<b>8</b>	<p><b>Matters Arising from the above Minutes.</b> Cllr Tyler wished it to be known that she had 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.</p>	
<b>9</b>	<p><b>Footpaths</b> The Clerk will look at the contract for the LMP and will ask the contractor for a copy of the schedule of cutting.</p>	<b>Clerk</b>
<b>10</b>	<p><b>Highway Matters</b> The Clerk reported a road closure at B3254 between Trekelland Bridge Hill and Trewinnow Cross, Lewannick. 29<sup>th</sup> July to 9<sup>th</sup> August 2019 (24hours and weekends included) for CORMAC, Highways. This notice will be retyped in a larger font for the website.</p>	<b>Clerk</b>
<b>11</b>	<p><b>Website</b> 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 <b>RESOLVED</b> to instruct WesternWeb Ltd to go ahead and design the website, set up the individual Councillors emails and one for the Council itself. <b>Proposed by Cllr Parnell, seconded by Cllr Sleep, seven votes for, one abstention.</b> The Clerk will contact Barry Isaacs.</p>	<b>Clerk</b>
<b>12</b>	<p><b>Play Areas and Open spaces</b> <b>a) Grass cutting at Polyphant and discussion on Contract for Parish Grass Cutting.</b> Cllr 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<sup>th</sup> June. On the 11<sup>th</sup> 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<sup>th</sup> July it was reported to her</p>	

	<p>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. The Clerk reported that the cradle swing is due to be installed week commencing 5<sup>th</sup> August. Cllr White and Cllr J Newbery will deal with removing the old one.</p> <p>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.</p> <p><b>b) Tree Report</b> The Clerk circulated the Tree Report and has sent copies to four contractors for tendering.</p>	<p><b>DP/JN</b> <b>MW/JN</b></p>
<p><b>13</b></p>	<p><b>Correspondence</b></p> <p>a) Emails from various members of the public regarding the outstanding observations of the accounts, AGAR and queries raised by the Electorate. <b>Noted</b></p> <p>b) Consultation on Planning for Coastal Change. <b>Noted</b></p> <p>c) Highways Engagement Event at CORMAC. <b>Noted</b></p> <p>d) Street Trading Review. <b>Noted</b></p> <p>e) Communities and Devolution Bulletin, training for tackling litter etc. <b>Cllr Tyler will attend the event on 29<sup>th</sup> July 2019 and will report back.</b></p> <p>f) Polling Districts and Polling Places Review. <b>Noted.</b></p> <p>g) 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.</p> <p>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. <b>Noted.</b></p> <p>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. <b>Noted.</b></p> <p>j) Email received from concerned resident regarding the A30 crossover to Lewannick. The Clerk will reply sympathetically and also contact CORMAC/Highways England and ask for the worn road markings to be renewed.</p>	<p><b>CT</b></p> <p><b>Clerk</b></p>
<p><b>14</b></p>	<p><b>Finance</b></p> <p>a) <b>Payments</b> It was <b>RESOLVED</b> that the following payments are made for July, <b>proposed by Cllr Sleep seconded by Cllr Newbery with all in favour:</b></p> <ul style="list-style-type: none"> <li>• <b>Direct Debit</b> – Final payment to BT for WiFi at Parish Halls - <b>£16.87</b></li> <li>• <b>Chq 022006</b> – The Cumbria Clock Co. Servicing Lewannick Church Clock - <b>£186.00</b></li> <li>• <b>Chq 022007</b> – B Woods Tree Care, cheque to E Cook who paid for the Tree Report for Polyphant on a personal cheque - <b>£645.00</b></li> <li>• <b>Chq 022008</b> – D Humber, Grass cutting at Polyphant (£534), at Lewannick (£600) and Footpath cutting (£495) total - <b>£1629.00</b></li> <li>• <b>Chq 022009</b> – D Humber, outstanding payment for 2018 - <b>£533.00</b></li> <li>• <b>Chq 022010</b> – L Coles, Internal Auditor 2018/19 - <b>£286.80</b></li> </ul> <p>b) <b>Receipts:</b></p>	

	<p>Donation received - £250.00 Clerk's repaid salary -£3360.00</p> <p><b>c) Bank Reconciliations.</b> It was <b>RESOLVED</b> that the bank reconciliations for April and May 2019 be signed as a true record of the accounts. <b>Proposed by Cllr Atkinson seconded by Cllr Newbery with all in favour.</b></p> <p><b>d) Information Commission.</b> It was <b>RESOLVED</b> to sign the Direct Debit instruction for the annual registration of the Parish Council at the Information Commissioners Office, a cost of £35.00. <b>Proposed by Cllr White seconded by Cllr Newbery with all in favour.</b></p>	
<b>15</b>	<p><b>Any Other Business</b></p> <p>It was reported that the bushes behind the bus shelter at Hawks Tor Drive, Lewannick, need cutting back.</p> <p>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.</p> <p>Cllr Tyler had forwarded an email to the Clerk and the Clerk will reply to it.</p>	<b>Clerk Clerk</b>
<b>16</b>	<p><b>Items for the next agenda</b></p> <ul style="list-style-type: none"> <li>• Neighbourhood Development Plan</li> <li>• Policies to be adopted. Disciplinary and Grievance, and Terms of Reference for Disciplinary and Appeals Committees (circulated by the Clerk to Members)</li> </ul>	
<b>17</b>	<p><b>Date and time of next meeting</b></p> <p>The next scheduled meeting of the Parish Council will be 17<sup>th</sup> September 2019, 7.30pm at Lewannick Village Hall.</p> <p>(It is noted that, should an extraordinary meeting be called in August this will be held in Polyphant)</p>	
<b>18</b>	<p><b>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.</b></p> <p>Staffing matters were discussed.</p> <p>This Minute is recorded as a Confidential Matter and is compliant with the Code of Conduct and GDPR Guidelines.</p>	

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

Signed.....Chairman

Dated.....