

ANNUAL GENERAL MEETING OF LEWANNICK PARISH COUNCIL.

THE MEETING WAS HELD AT POLYPHANT VILLAGE HALL ON TUESDAY 16 MAY 2017. THE MEETING WAS OPEN TO THE PUBLIC AND THE PRESS.

Safety information announced.

Nominations for the Election of Chairman were requested by the Clerk.

It was proposed by MW Councillor Barbara Sleep is nominated as our Chairperson. This was supported by RF and all were in agreement.

There were no further nominations.

(2) **Election of Vice Chairman** – Proposed RF 2nd MW, Cllr PA is re-elected. There were no other nominations.

The Chair congratulated all councillors who have gone through the process of election.

Two new councillors Carole Newbery and Bethany Newbery were introduced and welcomed to the council.

She also welcomed our new County Councillor Adrian Parsons.

(3) **PRESENT**

| | |
|--------------------------|--|
| Chairperson | Barbara Sleep |
| Vice Chairperson | Paul Atkinson |
| Councillors | Claire Tyler, Bethany Newbery, Carole Newbery, Michael White, Jenny Potter, Susan Curley and Roger Finnimore. |
| Clerk | Elaine Cook |
| County Councillor | Adrian Parsons |

Members of the public.

(4) **APOLOGIES** David Parnell.

(5) **Chairman's Report for 2016/17 (insert)**

16 MAY 2017

(6) **Financial Report**

INCOME FOR THE YEAR ENDED 31 MARCH 2017

| | |
|-------------|-----------|
| B/Fwd | 7,317.00 |
| ADD Precept | 14,775.94 |
| Grants | 500.00 |

TOTAL INCOME FOR 31 MARCH 2017 22,592.94

| | |
|-------------------------|-----------|
| Staff costs | 2,880.00 |
| Less all other payments | 15,410.00 |

Balance at bank 31 March 2017 £ 4,302.94

6.A Proposed by MW 2nd RF all in agreement that the Annual governance statement for 2016/17 is correct.

6.B Proposed by MW 2nd RF all in agreement the Accounting statements for 2016/17 is correct.

EXPENSES

Lewannick Parish Council

For the year ended 31 March 2017

| | |
|--|-------------------|
| Website installation and maintenance | 531.60 |
| Installation of two BT lines and running costs | 1,057.72 |
| Aon Insurance | 420.79 |
| Refurbishment of Telephone Box | 450.00 |
| Pinboards – Telephone Box | 25.00 |
| Bus Shelter – glass repairs (2) | 525.00 |
| General Maintenance | 348.00 |
| Newsletter | 360.00 |
| Lewannick Grass Maintenance | 1,710.00 |
| Repairs to street furniture | 195.90 |
| Play Park – Swing – Lewannick | 222.00 |
| Polyphant Pot holes, trees and grass maintenance | 6,690.00 |
| Parish Clock | 156.00 |
| Cormac | 112.24 |
| Advert for tenders | 15.12 |
| Hire of halls | 176.40 |
| Audit | 120.00 |
| Gifts to retiring Cllrs | 100.00 |
| Grant Funding | 2,000.00 |
| Rospra Reports | 176.40 |
| Training | 18.00 |
| Clerk's Salary | 2,880.00 |
| | ----- |
| TOTAL EXPENDITURE | £18,290.17 |
| | ----- |

(7) **Election of officer for Lewannick Play Park** – Claire Tyler volunteered. MW proposed 2nd RF, all in agreement, we accept CT.

(8) **Election of officer for Polyphant Play Area** – Clerk volunteered. Pro MW 2nd RF, all in agreement, that we accept Clerk.

(9) **Reports from organisations within the parish were received from Lewannick Church and Polyphant Methodist Church.** Both gave a resume of the services and activities held. Maintenance of the fabric of the buildings is on-going and grant funding a much needed source.

The Ordinary Meeting of Lewannick Parish Council commenced immediately after the Annual General Meeting. The meeting was open to the public and the press.

(1) **Safety information** – announced.

(2) **Public Forum (time limited) on items within this agenda.** Resident congratulated Cllrs following their election onto the parish council.

A resident discussed the minutes. A short debate followed.

(3) **Apologies** were received from David Parnell.

(4) **Declaration of interests** – none.

(5) **Minutes of our ordinary meeting** dated Tuesday 18 April 2017, which had been previously circulated, were proposed by MW 2nd RF and all were in agreement, the minutes represented a true and fair record, of the meeting.

(a) **Unpleasant smells ref pumping station – Polyphant.** BS read out correspondence confirming SWW had inspected the pumping station. We have written to Bowden Derra.

(b) **Dog Bins for Lewannick.** Proposed by MW 2nd SC, all in agreement, we order two additional bins. MW confirmed we would fit the bins.

(c) **Polyphant Green. Wooden Tree Huts.** Proposed PA 2nd MW, all in agreement, Notice to be placed in the telephone kiosk – information point - notifying residents they can help themselves to the wood.

(d) **Highways – Example Cross** – address of landowner furnished to Clerk. Proposed by MW, 2nd BS we write to the landowner requesting the hedge is trimmed back from the highway.

Pot holes and signage Trevadlock. It was agreed all Cllrs would report any pot holes to the Clerk.

e) **Seat at Hicks Mill** confirmed this has been restored.

f) **Bridge at Hicks Mill.** We have reported the vegetation growth and it is on the schedule of works for Highways.

g) **Footpath by Lewannick School – Cycle/footpath request by CN.**

Proposed by MW 2nd PA we write to Lewannick Primary School asking for their views reference widening the footpath to create a dual pathway. All were in agreement.

6) **REPORTS**

a) **Lewannick Play Park** – copy of Rospa inspection report had been circulated. Proposed MW 2nd PA we write to Schoolscape Request Schoolscape go through the report and carry out the repairs. All in agreement.

Clerk to order replacement plastic signage as recommended in the report pro PA 2nd MW all in agreement.

b) **Polyphant Play Area** – copy of Rospa inspection report had been circulated. Pro BS 2nd MW all in agreement Mr Moore, who is installing the swing, carries out the repairs contained within the report.

c) **Neighbourhood Development Plan – NDP Working Group.** Pro PA 2nd CT, all in agreement, we award a grant of £100 towards the NDP.

7) **FINANCE**

a) **Bank reconciliation £7,692.17.**

b) **CALC – Annual Membership Subscription 2017-18** £335.04 pro CT 2nd SC all in agreement.

C) **RoSPA – Annual Inspection Reports** £176.40. Pro MW 2nd PA all in agreement.

d) **Aon – Local Council Insurance** Renewal 1 June 2017 £430.39. Pro RF 2nd MW all in agreement.

e) **C Moore** £40.00 for repairs and varnishing **park bench Hicks Mill.** Pro PA 2nd SC all in agreement.

f) **Grant funding** for Polyphant Methodist Church, Lewannick Church and Trevadlock Cemetery. Pro MW 2nd JP, all in agreement, a grant of £500.00 is awarded to each body.

g) **Funding NDP** – see 6c above.

For information:

8. DOCUMENTS

Registrar of Interest Forms – circulated and completed.

Planning Induction Training Course – circulated.

Code of Conduct Training Course – circulated.

9. CORRESPONDENCE

a. **Procedural items** being reviewed with CALC.

The Clerk, following direction from the Chair, read out the legal responsibilities of producing minutes.

b. **Correspondence from resident** – copies sent to Cllrs – ref standing orders which were available in a separate file for inspection.

10. Questions to the Chair/proposed items for 20 June 2017.

a. **The Triangle, Lewannick.** Resident produced photographic evidence demonstrating the road markings, which had recently been redone. Pro BS 2nd CT, all in agreement, we contact Oliver Jones, Highways.

b. **Common land** – need to check all common land in our parish.

c. **The Hub** – Bowden Derra – follow-up.

d. **Speeding and signage** – Lewannick.

11. **Date of next meeting** there being no further business the Chair declared the meeting closed. Our next ordinary meeting is scheduled to be held at Lewannick on Tuesday 20 June at 19.00 hours.