

NOTICE of ORDINARY MEETING of LEWANNICK PARISH COUNCIL. The meeting will be held at POLYPHANT VILLAGE HALL. TUESDAY 20 MARCH 2018. The meeting will be open to the public and the press and commence at 19.30 hours.

- 1. Safety Information.**
- 2. Public Forum** (time limited on items within this agenda).
- 3. Apologies**
- 4. Declaration of interests.**
- 5. Minutes of our ordinary meeting dated Tuesday 23 January 2018. Minutes of our meeting dated Tuesday 20 February 2018.**
- 6. Co-option of Member.**
- 7. Matters arising**
 - a. Common Land – CL393**
 - i. Signage
 - ii. Vehicles parking on the lane
 - iii. Lighting
 - iv. Maintenance.
 - b. Parish Clock – time keeping poor – has been reported.**
 - c. Highways – potholes and related problems.**
 - d. 1st World War – Remembrance Day Centenary.**
- 8. REPORTS**
 - a. Lewannick Play Park – general update.**
 - b. Polyphant Play Area – general update.**
- 9. PLANNING**

Cornwall Rural Housing Association Limited – local charitable housing association – circular booklet which will be available for inspection at our meeting - for information.
- 10. FINANCE**
 - a. Bank reconciliation as at 20 March 2018 NDP and LPC.**
 - b. INVOICES FOR PAYMENT**
 - c. Hire of Polyphant Hall – NDP - £50 and £100 LPC.**
- 11. DOCUMENTS**
 - a. GDPR – Toolkit**
- 12. CORRESPONDENCE**
 - a. E-mail from resident ref co-option of parish councillor.**
 - b. Cornwall Council – Code of Conduct**

Cllr B Newbery – a breach has been found and member will submit new register of interest form to the Monitoring Officer within 28 days

Cllr M White – a breach has been found and member will submit new register of interest form

Cllr C Tyler and Cllr J Potter – no breach found.
- 13. AGENDA ITEMS FOR MARCH 2018**
- 14. Date of next meeting Tuesday 17 April 2018 Lewannick Village Hall.**

There will be no further business.



SOUTH WEST WATER

Peninsula House, Rydon Lane, Exeter, EX2 7HR southwestwater.co.uk
0344 346 2020* Minicom 0800 169 9965 Fax 01392 423792

Elaine Cook
Lewannick Parish Council
Alisa
Medrow
Polyphant
Launceston
PL15 7PS

27 February 2018

Dear Elaine

Thank you for forwarding the response from South West Water (SWW) Property Department regarding your letter to them dated 24 January 2018.

Please accept my apologies for any confusion regarding receipt of this letter. Standard procedure is for all written correspondence to be logged by the Administration Department and passed to the Written Correspondence Department in order to respond. Unfortunately in this instance it appears that our Post Room passed your letter directly to the Property Department, bypassing the logging process. When asked if we had received any written correspondence from Lewannick Parish Council I checked with our Administration Department who confirmed that nothing had been logged.

The person who responded to your enquiry is the Property Sales Co-ordinator. They checked SWW records but there was no reference to SWW's involvement with the sign in question. As all SWW signs are produced with the company logo and corporate design, this is why the response you received informed you that the sign was not SWW's.

SWW does not have any record of a specific instruction to install a sign at the entrance to the lane. It is possible that the contractors may have suggested erecting a sign following the reinstatement of the lane when the capital scheme was delivered in 2008. Unfortunately we are unable to confirm this with the contractor as they no longer exist. I have asked my colleagues who were involved with the capital scheme; however none of them have any recollections of this sign.

In terms of SWW's usage of the lane it is fairly minimal. Large tankers will only need to access a Sewage Pumping Station (SPS) for operational emergencies. Our records confirm that only one tanker has accessed the lane within the last twelve months. This was on 5 August 2017 when a post was driven through a rising main causing a pollution incident. Smaller maintenance vehicles will also access the lane. SWW records confirm that seven such vehicles have accessed the SPS within the last three months.

*03 numbers are charged at standard rates and will be included in any free minutes in a mobile or landline phone contract.

South West Water Limited. Registered in England No. 2366665

A subsidiary of Pennon Group Plc. Registered Office: Peninsula House, Rydon Lane, Exeter EX2 7HR



INVESTOR IN PEOPLE

Hopefully this information is useful. Once again please accept my apologies for the confusion with the logging of your letter and please do not hesitate to contact me if you have any further questions or concerns.

Yours sincerely



Tracy Symons
South West Water

CC. Mr A Haithwaite



Church and Public Clock Specialists. Castle Workshops, Dacre, Penrith, Cumbria.
CA11 0HL.

Telephone: 017684 86933

Email: info@clockmaker.co.uk.

Website: www.clockmaker.co.uk

15th March 2018

FAO – Elaine Cook, Clerk for Lewannick Parish Council

Dear Elaine

Lewannick Church – Tower Clock

Further to our engineers' recent visit to site we are pleased to submit the following details & suitable quotation.

On arrival he found the clock to be stopped at 4.55, he felt this was due to the stop work on the strike having jammed following a power failure; the strike was partly through the twelve-strike sequence. He re-started the movement & set to time.

On close examination he found the arm on the auto-regulator [this provides the accurate time keeping] to be cracked, this was stopping it from working, this will be replaced under warranty.

He also found the dial motion works on the south dial, have dropped causing the hour tube to rub on the stonework, this is caused by the failure of the fixings which hold the timber supports in position. This will affect the time keeping of the movement. We need to move the timber supports back into position & re-fix using non-ferrous fixings & are pleased to submit a quotation for this work.

Quotation

In our work to obtain / manufacture new timber support fixings.

To attend on site, approach the south dial, dial motion works using our ladders, position the dial motion work timbers back into position, re-secure using non-ferrous fixings. Check the dial motion works to ensure they are working correctly.

Set up & leave all in good order.

For the sum of ... £585 [Five Hundred & Eighty Five Pounds] net plus VAT

Price Maintenance

These prices are firm for a period of six months from the date of this letter and thereafter, subject to price increase to accord with increased costs of labour, materials and travelling costs if necessary.

Guarantees

All new parts made by us carry our ten-year guarantee against failure through faulty workmanship or materials. Repair work is similarly guaranteed for a period of twelve months. Suspension springs and electrical or electronic components of units not of our manufacture, are specifically excluded from our guarantees, but carry the manufacturers own warranty.

Terms Payment

30% with orders over £ 1,000.00, the balance within 14 days of the date of invoice following completion of the work.

In some cases progress payments may be asked for.

All goods remain the property of the vendor until full payment has been made and any relevant cheques cleared. Risk passes on delivery.

The above quotation is exclusive of Value Added Tax at 20%.

Trusting the above information is helpful to you, but in the event you should have any questions to ask, please do not hesitate to contact us.

We assure you of our best care and attention at all times and look forward to hearing from you in the near future.

Yours sincerely

Keith Cotton.

Technical Sales Manager

Church and Public Clock Specialists.
Telephone: 017684 86933 Mobile.07802332774
www.clockmaker.co.uk



Elaine Cook <elainepolyphant@gmail.com>

Remembrance Day Centenary - Lewannick War Memorial.

JOHN WADGE <j.wadge@btinternet.com>

Mon, Mar 5, 2018 at 10:46 AM

Reply-To: j.wadge@btinternet.com

To: Elainepolyphant@gmail.com

Hi Elaine, I am seeking permission from the Parish Council for Lewannick knitters to cover the bank behind the war memorial with knitted poppies. I was thinking we could put them on wire stems which would give movement to the whole effect. also possibly a garland depending on the amount of poppies knitted. It would be tastefully done to honour all the names on the Memorial. thanks, Joy Wadge, (Lewannick knit and natter group)



Elaine Cook <elainepolyphant@gmail.com>

Remembrance Day Centenary - Lewannick War Memorial.

Elaine Cook <elainepolyphant@gmail.com>

Mon, Mar 5, 2018 at 3:43 PM

To: j.wadge@btinternet.com

Hello Joy

FIRST WORLD WAR

What a brilliant idea. I have spoken to Barbara (Sleep) and she has agreed it would be such a fitting tribute.

The matter will have to go on our agenda for formal approval as the PC has to maintain the Memorial.

Whilst writing I can confirm the PC have also invited Lewannick Primary School to take part.

Michael (White) is going to give me a lot of the history relating to the First World War and the PC will make a tribute from this information and invite the families of any relations we can discover. We will keep you informed on our tracing and perhaps we can work together on this?

Finally, the idea of a luncheon has been discussed and I will come back to you after our next meeting.

The most important thing is the PC want to work with as many members of our parish as possible to ensure this is a special and fitting occasion.

Thank you so much for your valued input.

With kind regards

Elaine
Clerk for LEWANNICK PARISH COUNCIL

[Quoted text hidden]



Elaine Cook <elainepolyphant@gmail.com>

Remembrance Day Centenary - Lewannick War Memorial.

Elaine Cook <elainepolyphant@gmail.com>

Mon, Mar 5, 2018 at 4:39 PM

To: paullewannick@aol.com, Joy White <mandjdwhite@hotmail.com>, Copper Meadow
<trevadlock@farming.co.uk>, Carole <carole.newbery@aol.com>

WAR MEMORIAL INFORMATION - a luncheon after the service is being mentioned and perhaps the
Wind Turbine Funding could assist with this?

[Quoted text hidden]



Elaine Cook <elainepolyphant@gmail.com>

Remembrance Day Centenary - Lewannick War Memorial.

Carole <carole.newbery@aol.com>

Mon, Mar 5, 2018 at 5:28 PM

To: paullewannick@aol.com

Cc: elainepolyphant@gmail.com, mandjdwhite@hotmail.com, trevadlock@farming.co.uk

Hi all,

I'm quite happy to get involved with catering, shouldn't be too difficult, we can devise a manageable menu.

Carole

Carole Newbery

[Quoted text hidden]



Elaine Cook <elainepolyphant@gmail.com>

Remembrance Day Centenary - Lewannick War Memorial.

JOHN WADGE <j.wadge@btinternet.com>
Reply-To: j.wadge@btinternet.com
To: elainepolyphant@gmail.com

Tue, Mar 6, 2018 at 4:59 PM

Hi Elaine, I have been thinking while I have been out today, you said the schoolchildren might get involved. How about if my group knit enough poppies with stems (possibly wooden) and the children have one each and then plant them in the bank behind the Memorial . I would need to know how many (perhaps the younger children would be too young for this) What do you think of that idea. It would need to be put to the school I think. Regards, Joy.

-----Original message-----

From : elainepolyphant@gmail.com
Date : 05/03/2018 - 15:43 (GMTST)
To : j.wadge@btinternet.com
Subject : Re: Remembrance Day Centenary - Lewannick War Memorial.

[Quoted text hidden]



Elaine Cook <elainepolyphant@gmail.com>

Remembrance Day Centenary - Lewannick War Memorial.

Elaine Cook <elainepolyphant@gmail.com>
To: j.wadge@btinternet.com

Wed, Mar 7, 2018 at 4:23 PM

Hello Joy

Thank you for your e-mail and so pleased to hear your group are keen to work with us.

We have heard back from Lewannick Primary School and they too are very keen to work with our community and would provide a short presentation with poems.

The idea of knitting poppies for all of the children to plant in the bank behind the Memorial would be extremely fitting.

Naturally all of these ideas must be presented to our Members and then we can hopefully arrange a meeting with interested parties to progress a meaningful and memorable day for the parish.

Whilst e-mailing if we did a luncheon would some of your ladies be able to help us?

Michael has given me a good starting point regarding the men who are named on our Memorial and we hope to write to the relatives to establish if they would like to join us in Remembrance.

We very much look forward to working with you all.

Thank you.

Elaine Cook
For and on behalf of
LEWANNICK PARISH COUNCIL

[Quoted text hidden]



Elaine Cook <elainepolyphant@gmail.com>

Remembrance Day Centenary - Lewannick War Memorial.

j.wadge <j.wadge@btinternet.com>

Wed, Mar 7, 2018 at 4:48 PM

Reply-To: "j.wadge" <j.wadge@btinternet.com>

To: elainepolyphant@gmail.com

I will put all this to my members at our next meeting but feel sure they will help. Our next meeting is on 20th. Regards Joy.

Sent from Samsung Mobile

----- Original message -----

From: Elaine Cook <elainepolyphant@gmail.com>

Date:

[Quoted text hidden]

John Newbery

Bramble Park

Lewannick

PL15 7QD

Dear Mrs Cook,

I would like to be considered for co-option as a Parish Councillor.

I have lived in Polyphant and Lewannick since 1991. Since moving to the Parish, I have actively taken part in and helped organise many village events.

I was a Parish Councillor for many years but had to step back because of work commitments. I now find myself in a position where I can now dedicate my time towards Council activities. As a Councillor I was part of the Lewannick Play area regeneration which has proved to be a great success. I also took a keen role in automating and modernising the Parish clock which removed the need for someone to wind the clock weekly.

I am very keen that, after a period of reflection, the Parish Council considers a new NDP that will be realistic and inclusive for all residents, this needs to be a plan for the future where people of all ages are considered, a plan that allows for development in all areas of the Parish to meet the future needs of the residents.

I have always believed that the Parish Council provide a vital role for maintaining and making improvements to the villages that we are all fortunate to live in, I would once again like to be part of this.

Thank you for your consideration.

John Newbery

J.Newbery

MRS. SHIRLEY ANN JASPER

NORTH DOWNS

POLYPHANT

LAUNCESTON

CORNWALL

PLIS 7PT.

Tel no 01566 86786

13th February 2018

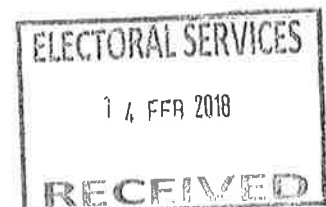
To The Returning Officer

I am applying to be considered for the vacant position on Lewannick Parish Council. Please put my name forward.

Thanking you

Yours faithfully

S.A. Jasper.



LEWANNICK PARISH COUNCIL

ALISA, MEDROW, POLYPHANT, LAUNCESTON, CORNWALL, PL15 7PS.

elainepolyphant@gmail.com

14 February 2018

Mrs Shirley Ann Jasper

North Downs

Polyphant

LAUNCESTON

Cornwall PL15 7PT

Dear Mrs Jasper

VACANCY OF PARISH COUNCILLOR

We confirm receipt of your letter addressed to The Returning Officer.

The vacancy will be advertised within our newsletter and website and the co-option to fill the vacant position is scheduled for our meeting in March 2018.

We confirm our Chair and Vice Chair have both been furnished with a copy of your application.

We thank you for your interest.

Yours sincerely

Elaine Cook

Elaine Cook (Mrs)

Clerk for LEWANNICK PARISH COUNCIL

MRS. SHIRLEY ANN JASPER

NORTH DOWNS

POLYPHANT

LAUNCESTON

CORNWALL

PL15 7PT.

Tel no 01566 86786

13th February 2018

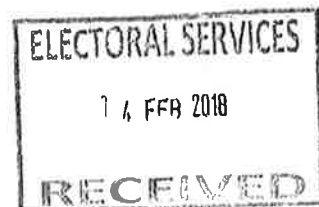
To The Returning Officer

I am applying to be considered for the vacant position on Lewannick Parish Council. Please put my name forward.

Thanking you

Yours faithfully

S.A. Jasper.



Hill Park Cottage Hicks Mill Polyphant Launceston PL15 7PT

13th March 2018

The Clerk
Lewannick Parish Council
Alisa
Medrow
Polyphant
Launceston PL15 7PS

Dear Elaine

I should like to put my name forward for the Parish Councillor vacancy which has been advertised.

Councillors will be aware of my keen interest in the parish through my involvement with the Neighbourhood Development Plan which was active during 2017. I am keen to help protect, preserve and improve the parish for all residents.

I am confident that I have the necessary time available and a range of professional skills which will add value to those of the existing team. In addition I believe I can work very well with the Clerk to help bring all the available talents together for the benefit of the whole community.

Given the opportunity, I would aim to work diligently with those who have more experience in parish matters to make a positive difference to all the groups in the local community. I am happy to accept further training if required.

Originally I believed an election would have given me a fairer opportunity to be selected but, like others, I decided NOT to follow this route because of the cost to the parish.

It is clear that some Councillors may have formed the wrong opinion about my character and abilities and I am therefore happy to confirm that I would have no difficulty in following the seven Nolan principles:

- * **Selflessness:** you should act in the public interest
- * **Integrity:** you should not put yourself under any obligations to others, allow them improperly to influence you or seek benefit for yourself, family friends or close associates
- * **Objectivity:** you should act impartially fairly and on merit
- * **Accountability:** you should be prepared to submit to public scrutiny necessary to ensure accountability
- * **Openness:** you should be open and transparent in your actions and decisions unless there are clear and lawful reasons for non-disclosure
- * **Honesty:** You should always be truthful
- * **Leadership:** as a councillor you should promote, support and exhibit high standards of conduct and be willing to challenge poor behaviour

If elected, I would be keen to encourage the parish council to create a strategic plan to ensure that improvements are made in key areas which are identified together.

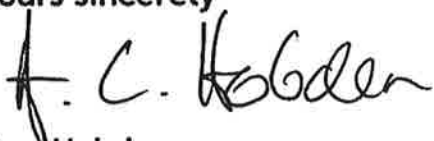
Without a plan the council will be agenda led, and achievements for the positive good of the community will necessarily be limited. Successful businesses are built on business plans and the same principle applies to public service bodies by setting objectives and the path to achieving them.

An important element to the plan is listening to what residents want. The parish council can then act on the views of the majority and will be thanked profusely for doing so. I would aim for residents to know who their councillors are and what they are doing for the community.

I would also encourage and help Lewannick Parish Council to be one of the best managed councils in the country and work in partnership with others to deliver high quality service to the community.

With kind regards

Yours sincerely



Ann Hobden



Elaine Cook <elainepolyphant@gmail.com>

Vacancy for Parish Councillor

Elaine Cook <elainepolyphant@gmail.com>
To: Des Driscoll <dessuedriscoll@hotmail.com>

Sat, Mar 17, 2018 at 8:36 AM

Hi Sue

Thank you for your e-mail.

If you could kindly let me have a formal letter stating why you would like to be considered for the vacancy this would be fine.

Thank you again for your interest.

Kind regards

Elaine

On Thu, Mar 15, 2018 at 12:16 PM, Des Driscoll <dessuedriscoll@hotmail.com> wrote:

Good morning Elaine,

I would like to formally apply for the vacancy of Parish Councillor, is there any other information you need at this time or is this sufficient?

Regards Sue

Sue Driscoll
24 Serpells Meadow
Polyphant
Launceston
Cornwall
PL15 7PR

14th March 2018

RE: Vacancy for Parish Councillor

Dear Mrs Elaine Cook
Clerk to Lewannick Parish Council

Good Morning,

I would like to formally apply for the vacant position of Parish Councillor on Lewannick Parish Council.

Before moving to Polyphant three years ago, I was a Renal Ward Administrator at Kings College Hospital for six years, prior to that I worked at The Wellington Hospital, St. John's Wood, as a Ward Administrator for eight years.

When my children were growing up I was elected as Secretary of the Parents Association at their Primary School, then co-opted as a Governor at both their Primary and Secondary School.

I joined the Action Committee SNAP and we succeeded in preventing Cormac from building an Asphalt Plant in Blackhill Quarry, and in the process I met many people from all over the Parish which inspired me to apply for the position the first time it appeared in 2016, I was successful and thoroughly enjoyed my time as a Councillor. Having already been in this position I have gained some knowledge and an insight to how the Parish Council works.

Whilst on the Parish Council I raised the issue of a baby swing for the Polyphant Playground, this was successful and now the playground is used far more than it was before.

I also raised the issue of signage for the Ponds, which were hidden by undergrowth, on Polyphant Green, which I found by accident when searching for an injured cat.

It is because of these and other achievements by the Parish Council that I realised how important the Parish Council is to the Community, and what a difference it can make.

I also strongly feel that Polyphant is under-represented and would welcome the chance to redress this imbalance.

Thank you

Yours sincerely



Sue Driscoll