

**MINUTES OF AN ORDINARY MEETING OF LEWANNICK PARISH COUNCIL.**

The meeting was held at LEWANNICK VILLAGE HALL on TUESDAY 18 September 2018. The meeting commenced at 19.30 hours and was open to the public and the press.

**ATTENDANCE**

<b>Chairman</b>	Councillor Paul Atkinson
<b>Vice Chairman</b>	Councillor Michael White
<b>Councillors</b>	Claire Tyler, Roger Finnimore, David Parnell, John Newbery, Barbara Sleep Carole Newbery and Beth Newbery.
<b>Clerk</b>	Elaine Cook

There were members of the public in attendance.

1. **Safety Information** – announced by Chairman.

The Chair welcomed everyone and confirmed he would like to move for a change in our agenda as we have police officers present. **RESOLVED to let the police officers speak immediately after the public forum.** This was 2<sup>nd</sup> by JN and all were in full agreement.

The Chair also **RESOLVED we go into closed committee following our ordinary meeting in order to discuss advice we have recently received which may result in legal proceedings.** This was 2<sup>nd</sup> by JN and all were in full agreement.

2. **Public Forum** (time limited) on items within this agenda.

**Lewannick Primary School** – there has been a spate of vandalism which has resulted in damage to the grounds and equipment. Children and the elderly have voiced concerns as they are feeling intimidated. The offenders are smoking and using foul language and have demonstrated no respect for the users of the equipment nor for members of the community who use the path which joins up to the school. They feel CCTV equipment is necessary in order to identify the offender(s). This course of action is supported by the police.

A further member queried the draft minutes of our previous meeting under finance and allegations raised by a former councillor.



Resident asked how they could apply for grant funding towards a new pumping station at Cottage Gardens.

Resident confirmed they were in contact with the police with reference to the speed of traffic through Lewannick.

A resident wished to put forward their name for co-option.

Police – Two officers were present namely PCSO Mark Canvin and PC Steve Stoppard. They gave an over-view of the topics which they have and are covering within our parish. They supported the use of CCTV cameras for the school.

C Cllr Adrian Parsons thanked the two officers for helping to make our area safe and good to live in. It was felt some members of our community may be looking for problems which results in using up a lot of the police time.

The Chair thanked the police and C Cllr AP for their invaluable assistance which resounded in a collective round of applause.

(3) **Apologies** – none.

(4) **Declaration of Interests**

CT declared an interest in PA18/07747 and signed the book.

MW declared an interest in PA18/06539 and signed the book. He confirmed the applicant was a family member and he would be leaving the committee room whilst the application was being reviewed.

(5) ***It was RESOLVED that the minutes of our meeting held on 17 July 2018 were an accurate record of the meeting and they were duly signed by the Chairman.*** Proposed by JN 2<sup>nd</sup> BS and all were in agreement other than CT ~~who abstained.~~

NON

SUPPORT



(6) **Agenda items**



- (a) **CL393 – South West Water** – confirmed, as a gesture of goodwill, have reviewed the condition of lane and will, on this occasion, carry out work to the potholes.
- (b) **Mobile Speed Activation Signs (MSAS) Guidance Note.** Chair agreed it was necessary for us to seek partners in order to share the cost of mobile speed monitoring equipment.
- (c) **Local Government Boundary Commission’s Consultation on Division Patterns.** AP confirmed the new division will be known as Altarnun and Stoke Climsland.
- (d) **Cornwall Councillor Report.** AP had nothing further to report.
- (e) **Application for co-option of new member.** *It was RESOLVED that the Clerk will apply to Cornwall Council and give the required Notice to establish if the parish require a formal election to fill the current vacancy.*
- (f) **Lewannick Primary School** – report with reference to vandalism. It was reported the school need to purchase 10/12 cameras. This would cost £3,840 excluding VAT. The Police confirmed it was best practice to have one system. Quite a few councils have contributed to cameras in other parishes. *It was RESOLVED we support the funding of CCTV cameras and request a site visit at Lewannick Primary School. The site visit will be closely followed up with an Extraordinary Meeting in order to expedite matters.* Pro JN 2<sup>nd</sup> by PA and all in agreement.

(7) **REPORTS**

**Lewannick Play Park**

CT reported there had been an incidence of fly tipping. The neighbouring fence was still close to the equipment. Schoolscape are scheduled to carry out repairs and renewals to the equipment as directed by Rospa.

**Polyphant Play Area** – The former Polyphant Youth Club – the officers have generously gifted a further rocker and have paid for it to be installed.

Repairs have been carried out to the multi-play and gate as directed by Rospa.

It was considered the site could be levelled but this has not been brought to our attention through our Rospa inspector.

Reminder DBS check required.



(8) PLANNING

(a) Land at Higher Trecoombe, Polyphant, Launceston, Cornwall, Mr Nigel Ponting. ***It was RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the Parish Council supports the proposal. JN pro 2<sup>nd</sup> BS and all in agreement to support.***

(b) PA18/07159 Outline planning permission with some matters reserved: Three bedroom house with garage using existing access point. Land East of Higher Trevell Farmhouse, Lewannick, Launceston, Cornwall – Mrs Gytha Pickett. ***It was RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the Parish Council supports the proposal. PA pro 2<sup>nd</sup> MW and all in agreement to support.***

(c) PA18/07471 Conversion of barn and change of use from redundant open-sided farm storage barn to bakery workshop including front elevation openings infill and re-roofing to incorporate bat mitigation works. Land north of Coombeshead Farm, Lewannick – Mr Tom Adams, Coombeshead Farm. ***It was RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the Parish Council supports the proposal. CN 2<sup>nd</sup> CT and all in agreement to support.***

(d) PA18/06539 Extension to the public house to provide a restaurant, storage and toilet facilities. The Archers Arms, Lewannick, Launceston – Mr Rob Perkins. ***It was RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the Parish Council supports the proposal. NOTE – Cllr White left the committee room while the application was under discussion. Pro PA 2<sup>nd</sup> RF and all in agreement to support.***

(9) FINANCE

(a) Cornwall Council Community network Highways Scheme Expression of Interest Form – copy previously circulated. CT felt the Expression of Interest should have been drafted in committee. C Cllr AP confirmed there had been a small window of opportunity. If we were unhappy with our submission he would be pleased to submit a form on behalf of Beacon View as an alternative. ***It was RESOLVED that the Clerk had handled the Expression of Interest Form correctly having consulted with Chair/Vice Chair and CC prior to submission within a very limited time-frame. Pro JN 2<sup>nd</sup> BS and all in agreement. CT abstained.***



(b) **Bank reconciliation to 3 September 2018 £5,452.61.**

(c) **Payment of invoices**

David Eno – Annual web hosting, renewal of domain. £522.00 Cheque 916.

R Morley – Cleaning bus stops, play areas and defib £96.00 Cheque number 917.

Colin Moore – repairs to gate, Polyphant. £55.00 Cheque number 918.

Cheque number 919 cancelled.

Darren Humber – grass cutting Lewannick/Polyphant. £1,134.00 Cheque number 920.

Colin Moore – further repairs to gate, Polyphant £10.0 Cheque 921.

Darren Humber – footpath maintenance. £495.00 Cheque 922.

(d) **Data Protection** – purchase of lockable cabinet and shredder. It was **RESOLVED that the Clerk should purchase a cabinet and shredder. The total purchase price to be less than £100.** Pro PA 2<sup>nd</sup> MW and all in agreement.

(e) **Internal auditor** – to receive and approve quotations for our internal auditor. It was resolved to go into closed committee in order to process quotations from accountancy firms.

## (10) DOCUMENTS

To approve and adopt the following policies which have previously been circulated by e-mail.

- a. **Annual Review of Standing Orders** Pro PA 2<sup>nd</sup> MW and all in agreement to amend our Standing Orders.
- b. **Transparency Code** Pro CN 2<sup>nd</sup> JN and all in agreement to adopt.
- c. **Privacy Notice** Pro MW 2<sup>nd</sup> CN and all in agreement to adopt.
- d. **Grant Policy** Pro BS 2<sup>nd</sup> MW and all in agreement to adopt.
- e. **Grant Application Form** Pro MW 2<sup>nd</sup> JN all in agreement to adopt.
- f. **Broadcasting, Publication and Social Media Policy** Pro CN 2<sup>nd</sup> MW all in agreement to adopt. CT abstained.
- g. **General Data Protection – Regulation – letter to contractors.** Pro BS 2<sup>nd</sup> RF all in agreement to adopt.

**(11) CORRESPONDENCE**

**(a) Planning conferences for local councils – (prev. circulated by e-mail).**

**(b) E-mail from resident ref Cottage Gardens Pumping Station – (prev. circulated by e-mail).** JN gave resident, who was present advice on setting-up a Residents Association.

**(12) Items for Agenda October 2018**

**(a) Pot holes**

**(b) Remembrance Service**

**(c) Lewannick Church – grant application will be submitted to us.**

**(13) Date of next meeting TUESDAY OCTOBER 16 2018 19.30** Lewannick Village Hall.

