

Minutes of the Lewannick Parish Council Meeting held at Lewannick Village Hall on Tuesday 17th December 2019 at 7.30pm

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

In Attendance: Linda Coles, Locum Parish Clerk

There were 14 members of the public present.

| Item No | | Action By |
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| 1 | Apologies. Apologies were received and accepted from Cllr C Tyler and Cllr A Parsons, Cornwall Councillor. | |
| 2 | Declarations of Interest a) Agenda Items. Cllr J Newbery, Cllr C Newbery, Cllr B Newbery and Cllr D Parnell declared an interest in Item 7 a) PA19/09683. This is an application for JN and CN's property and BN and DP are closely related to the applicants. b) Gifts. None declared. | |
| 3 | Consideration of written requests for dispensation. None received. | |
| 4 | Unitary Councillor's Report. Cllr Parsons was not present. However, Cllr White reported that the consultation on the 40mph speed limit at Congdon's Shop has been received, details circulated to the Members, and the consultation period is now open. | |
| 5 | Public Participation A member of the public asked about the items raised in the Parish Newsletter, particularly the invoice from PKF Littlejohn for £10,144.50. She had understood that this was in respect of legal expenses. It was explained that this was an invoice for the 2017/18 AGAR, the external audit of the Council's finances and practices. Cllr White said that, due to poor governance by the Council and a number of objections raised by electors the bill for the audit had escalated. The member of the public said that it was believed that there had been a police investigation but this was refuted by Cllr White; there had been no evidence to support such an investigation and as a consequence it did not take place. The Council has held its hands up to the poor governance and is now working strenuously to rectify the situation going forward. There has never been any question of misappropriation of the Council's funds. The member of the public asked if there was an accountant on the Council and the role of the RFO was briefly explained. Cllr White said that the mistakes of the past have been admitted and, since the employment of the Locum Clerk, great strides were being made regarding the governance and proper accounts were now being maintained. A breakdown of the invoice was requested and the Clerk said that there was no breakdown given but at £360 per hour plus VAT for the auditor's time this was how the total had accumulated. A normal External Audit with no issues raised costs in the region of £200 plus VAT. As an illustration the Clerk said that for 2018/19 a number of objections have been raised by the electors and producing the Council's reply to the Auditor has taken her in the region of 8 hours. Cllr White said that all of these factors have an impact on the finances of the Council but for 2021/22 it is expected that the precept will decrease by a significant amount although Reserves will have to be maintained, which have not been in the past. It was asked if the Council worked to a budget and the Clerk/RFO said that the current year | |

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| | <p>was difficult because the budget was sketchy but the accounts are reported to the Members each month. The budget for 2020/21 has been produced and is on the website. Another member of the public asked why the Parish Council cannot just be left to get on with its normal job instead of persistently being dragged back into answering questions. What has happened has been really unfortunate but it is believed that the Parish Council has made strides and should be supported.</p> <p>Cllr Newbery spoke about his planning application to say that the bedroom windows have rotted out and it has been suggested that a dormer window is installed.</p> | |
| 6 | <p>Planning</p> <p>a) Planning applications received before the agenda was finalised: Cllrs J Newbery, C Newbery, B Newbery and Cllr D Parnell left the room whilst the next item was discussed. PA19/09683, Bramble Park, old Hill, Lewannick, Launceston. Proposed new dormer and balcony to existing attic bedroom. Following a brief discussion it was RESOLVED to support this application. Proposed by Cllr Atkinson, seconded by Cllr Finnimore with all in favour. Cllrs J Newbery, C Newbery, B Newbery and Cllr D Parnell returned to the meeting. PA19/10243. Trelaske manor, access to Trelaske Manor, Lewannick, Launceston. Removal of fallen Sweet Chestnut tree (T12) subject to a TPO. Application withdrawn, tree has completely fallen down.</p> <p>b) Planning applications received after the agenda was published: None received</p> <p>c) Planning decisions received from Cornwall Council: None received</p> <p>d) Other planning matters. None.</p> | |
| 7 | <p>Minutes of the following meetings:</p> <p>a) Extraordinary PC Meeting held on Friday 1st November 2019. It was RESOLVED to sign the copy of these Minutes as a true record of that meeting. Proposed by Cllr C Newbery, seconded by Cllr B Sleep with all in favour who had been at that meeting.</p> <p>b) Parish Council meeting held on Tuesday 12th November 2019. It was RESOLVED to sign the copy of these Minutes as a true record of that meeting. Proposed by Cllr J Newbery, seconded by Cllr R Finnimore with all in favour who had been at that meeting.</p> <p>c) Extraordinary PC Meeting held on Wednesday 27th November 2019. It was RESOLVED to sign the copy of these Minutes as a true record of that meeting. Proposed by Cllr Parnell seconded by Cllr C Newbery with all in favour who had been at that meeting.</p> | |
| 8 | <p>Matters arising from the above Minutes. There were no matters arising.</p> | |
| 9 | <p>AGAR 2018/19. Council's response to objections raised by parishioners to PKF Littlejohn and requests for further information from PKF Littlejohn, External Auditor. The Clerk had produced and circulated a report in response to the matters raised by PKF Littlejohn. It was RESOLVED that the report should be signed and submitted to PKF. Cllr White proposed, Cllr C Newbery seconded and all were in favour. This will become a public document once it has been accepted by the External Auditor.</p> | |
| 10 | <p>Policies and Procedures</p> <p>i. Standing Orders, FOI Policy, and Publication Scheme. It was RESOLVED to adopt the Standing Orders, proposed by Cllr C Newbery, seconded by Cllr Atkinson with all in favour. It was RESOLVED to adopt the Freedom of Information Policy proposed by Cllr J Newbery, seconded by Cllr B Newbery with all in favour. It was RESOLVED to adopt the Model Publication Scheme proposed by Cllr Sleep, seconded by Cllr Finnimore with all in favour. Clerk to update website.</p> <p>ii. Risk Assessment Schedule and Policy. Copies circulated for the next meeting.</p> | Clerk |

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| 11 | <p>Footpaths. No matters brought forward</p> | |
| 12 | <p>Highway Matters. Some potholes were reported on the Plusha to Lewannick Road. The Clerk and Cllr Sleep will report. Landers Lake, the road surface needs redoing. Clerk to report. It was RESOLVED that the Parish Council will send a letter of support to the proposal and consultation document for Congdon's Shop. Proposed by Cllr White, seconded by Cllr Sleep with all in favour.</p> | <p>Clerk BS Clerk Clerk</p> |
| 13 | <p>Climate Change. Report from Cllr Jasper on the Localism Summit 2019. This report was circulated to the Members as part of the Meeting's papers. Cllr Jasper said that climate change cannot be ignored. Cornwall Council is leading on a lot of things and there are model documents produced by other towns and parishes that can be followed. It is important to get the young people involved and the Clerk will contact Edwina Hannaford, Portfolio Holder for Climate Change, Cornwall Council, and ask about tree planting as part of the Forest for Cornwall, and will contact the local school to ask if they would like to be involved.</p> | <p>Clerk</p> |
| 14 | <p>Play Areas and Open Spaces. Schoolscapes Ltd is in liquidation; these were the suppliers of the play equipment at Lewannick. There is a problem with the Multiplay and Cllr White has spoken to an accredited builder about it. It was reported that the wooden surfaces are slippery. The Clerk said that she will find out about a resin that can be painted on to play equipment etc. to alleviate this problem.</p> | <p>Clerk</p> |
| 15 | <p>Correspondence a) Letter from HM Land Registry re CL350211. Noted b) Email from resident at Trevadlock regarding the PKF Littlejohn invoice for 2017/18 and two other pieces of correspondence regarding the same. It was felt that this item has been addressed in Public Participation and the Clerk will formulate a reply to these residents. c) Letter regarding Bodmin Moor Commons Council Rules to be displayed on Notice Boards. Noted. This will be put up on the website.</p> | <p>Clerk Clerk</p> |
| 16 | <p>Finance a) Payments. It was RESOLVED to make the payments to the following, proposed by Cllr Atkinson, seconded by Cllr J Newbery with all in favour: Standing Order to E Cook for November salary Chq 522030 – L Coles, Locum Clerk, November salary, office and expenses Chq 522031 – HMRC Clerks' PAYE for November Chq 522032 – Launceston Print, 500 x colour copies - £35.00 Chq 522033 – Bees Trees, (L Coles) inv.261119 for disposal of dead elm tree- £270.00 Chq 522034 – WesternWeb Ltd, new website design, publish and promotion - £660.00 Chq 522035 – WesternWeb Ltd, adding old website page, uploading documents - £72.00 b) Receipts. None to report. c) Bank Reconciliations. It was RESOLVED to sign the bank reconciliations as correct, proposed by Cllr J Newbery, seconded by Cllr C Newbery with all in favour. d) Appointment of the Internal Auditor. The Clerk had circulated details, including Terms of Reference, for CL Finance Associates to the Members. It was RESOLVED to appoint Liz Taggart, CL Finance Associates, as the Internal Auditor for 2019/20, proposed by Cllr C Newbery, seconded by Cllr White with all in favour.</p> | <p>Clerk</p> |

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| 17 | <p>Any Other Business</p> <p>Cllr Sleep attended the meeting regarding the Doctor's Surgery but the doctor did not attend so some questions could not be answered. The bottom line is that there are not enough doctors and it is difficult to recruit. Video consultations could be a sign of the future. Cllr Sleep did not get the impression that the surgery at Lewannick will close but it could be a question of use it or lose it.</p> <p>Cllr J Newbery asked if the Clock has been repaired, due today. Cllr White said that it has been and is now marking the correct time.</p> <p>Cllr White has been asked if the overgrown vegetation behind the Notice Board can be cleared and he will deal with this at the same time as tidying up around the bus shelter.</p> | MW |
| 18 | <p>Items for the next Agenda.</p> <p>None brought forward.</p> | |
| 19 | <p>Date and time of next meeting.</p> <p>The next meeting of Lewannick Parish Council will be held in Polyphant Chapel on Tuesday 21st January at 7.30pm.</p> | |
| 20 | <p>CLOSED SESSION. Pursuant to the Public Bodies (Admission to Meetings) Act 1960, members of the public and press will be excluded from this part of the meeting.</p> <p>It was reported that the Clerk, Elaine Cook has tendered her resignation, one month with effect from 30th November. Her employment will terminate on the 31st December 2019. Linda Coles Locum Clerk was asked to carry on until the end of this financial year, 31st March 2020. The appointment was accepted. It was therefore RESOLVED to appoint Linda Coles as the Locum Clerk/RFO to Lewannick Parish Council until the end of March 2020, proposed by Cllr J Newbery, seconded by Cllr Atkinson with all in favour. The position will be advertised in March with a view to appoint a permanent Clerk/RFO with effect from 1st April 2020.</p> | |

There being no further business to transact the Chairman closed the meeting at 9.00pm

Signed.....Chairman

Dated.....

A copy of these Minutes can be found on the Parish Council website: www.lewannickpc.org.uk