

## Minutes of the Lewannick Parish Council Meeting held at Polyphant Chapel Schoolroom, Polyphant on Tuesday 21<sup>st</sup> January 2020 at 7.30pm

Present: Cllr M White (Chairman), Cllr C Newbery (Vice Chair), Cllr S Jasper, Cllr R Finnimore  
Cllr C Tyler and Cllr D Parnell.

In Attendance: Linda Coles, Locum Parish Clerk and Cllr A parsons (Cornwall Councillor)

There were 10 members of the public present.

Item No		Action By
1	<b>Apologies.</b> Apologies were received and accepted from Cllr B Newbery, Cllr J Newbery, Cllr P Atkinson and Cllr B Sleep.	
2	<b>Declarations of Interest</b> <b>a) Agenda Items.</b> Cllr R Finnimore declared an interest in item 6 a) PA19/10484, he is a neighbour of the applicant. <b>b) Gifts.</b> None declared	
3	<b>Consideration of written requests for dispensation.</b> None received	
4	<b>Unitary Councillor's Report.</b> Cllr Parsons said that Cornwall Council has offered the Waste and Street Cleaning contract to BIFFA for a term of 8 years with an option for a further 2 years. Food waste will be collected weekly and it is believed that a suitable receptacle will be available for every household, recycling and black bag waste will be collected fortnightly (with effect from October 2020). A new package of improved bus services for Cornwall is being put in place; as part of a pilot scheme the Government will subsidise fares to encourage more users of the system. There will be a new bus route from Launceston to Bodmin town centre and Bodmin Parkway, additional journeys will be introduced between Launceston and Bude and there will be better links from Launceston to Derriford Hospital, Plymouth. These changes will hopefully deliver the next stage of One Transport for Cornwall. A member of the public said that the recycling rate quoted seems very low from what is seen to be collected in their area.	
5	<b>Public Participation.</b> A member of the public read out a statement regarding the increase to the Precept to cover the invoices from PKF Littlejohn for 2017/18, £10,144.50 and 2018/19, forecast £5,000. The statement said that the Council had been untruthful in its completion of Annual Governance Statements and said that residents were expected to believe that the Councillors did not know who was responsible for falsifying documents in the past. The statement said the large bills incurred by the Council from PKF Littlejohn were a result of ignoring residents' questions and letters from PKF Littlejohn and an apology is owed to every resident of this Parish. The statutory recommendation from PKF Littlejohn was quoted, this will be put up on the new website. A member of the public asked for confirmation from the Clerk that Members have to register interests within 28 days of a change. The Clerk said that it is the responsibility of each member to keep their Register of Interests up to date and forms are available on request to her, which when completed and returned to her would be uploaded to Cornwall Council on receipt. Cllr White clarified that the member of the public knew the answer before asking the question.	Clerk

	<p>A member of the public had sent in a letter with further questions to raise as follows: 1) There is concern that four family members are Parish Councillors for Lewannick Parish Council and, as such this could affect the way that items on the agenda are debated and voted on. It was pointed out that of the four Members three were elected and the fourth was co-opted to the Council. The Chairman suggested that if a situation arises this will be addressed at the time. Cllr Tyler said that she does not believe that it is best practice to have four family members serving on the Council and feels that it reduces the quality of diversity. Another member of the public said that, when the last co-option of a councillor came up, those people who were related to the applicant were advised not to take part in the vote but this advice, from the Monitoring Officer, was ignored.</p> <p>2) Lewannick Village Hall, Cllr White said that the hall was independent of the Parish Council and has its own management committee and raises its own funds.</p> <p>3) Employing a new Clerk; the member of the public asked whether the Locum Clerk could be party to employing a new clerk. The Chairman said that if the Locum Clerk applied for the job then it would not be appropriate for her to be a part of the interview process but, should she not apply then it is very much hoped that her assistance will be available. A member of the public asked that the statement read out as the first item of public participation is put out in the public domain.</p> <p>Another member of the public asked Cllr Parsons if there is any funding available to help with climate change and also asked when the Parish Plan will be put on the agenda.</p>	
6	<p><b>Planning</b></p> <p><b>a) Planning applications received before the agenda was finalised:</b>  <b>Councillor R Finnimore left the room.</b>  <b>PA19/10484</b>, Trenhorne Farm, Congdons Shop, Launceston, Cornwall. Variation of condition 2 of application PA17/07864 dated 20/10/17 (Alterations and refurbishment works to accommodate change from redundant agricultural to domestic use). Following discussion, in which it was said there is a change to the staircase to comply with building regulations, it was <b>RESOLVED</b> to support this application, <b>proposed by Cllr C Newbery, seconded by Cllr Tyler with all in favour.</b>  <b>PA19/10483</b>, Listed Building permission to make the changes as above application (PA19/10484). It was <b>RESOLVED</b> to support this application, <b>proposed by Cllr White, seconded by Cllr Tyler with all in favour.</b>  <b>Councillor R Finnimore returned to the meeting.</b></p> <p><b>b) Planning applications received after the agenda was published: None received</b></p> <p><b>c) Planning decisions received from Cornwall Council:</b> None received. The Clerk asked Cllr Parsons to ask planning to send alerts to the Clerk.</p> <p><b>d) Other Planning Matters</b></p> <p>i. <b>PA19/09413.</b> 5-day Planning Protocol to be discussed re proposed kennels at Polyphant. A noise impact report has been produced and other measures introduced. Following discussion it was <b>RESOLVED</b> to adopt 1) of the Protocol, to agree with the Case Officer's recommendation. <b>Proposed by Cllr C Newbery, seconded by Cllr Tyler with all in favour.</b> The Clerk will advise Cornwall Council</p>	Clerk
7	<p><b>Minutes of the meeting held on Tuesday 17<sup>th</sup> December 2019.</b></p> <p>It was <b>RESOLVED</b> that the Minutes of the meeting held on Tuesday 17<sup>th</sup> December 2019 be signed as a true record of that meeting. <b>Proposed by Cllr C Newbery, seconded by Cllr Finnimore with all in favour who had been present at that meeting.</b></p>	
8	<p><b>Matters arising from the above Minutes</b></p> <p>Cllr White reported that his builder had not yet repaired the Multiplay but it is in hand.</p>	MW

	Page 21, item 14, Cllr White has not yet cleared the vegetation around the Notice Board due to the recent inclement weather.	
9	<p><b>Policies and Procedures. Risk Assessment Schedule</b></p> <p>Discussion about the document included weekly checks of the play equipment; this will be done in future and emailed to the Clerk. Questions about the banking arrangements were answered and the Parish Clock is to be added to page 7.</p> <p>It was <b>RESOLVED</b> to adopt this policy, <b>proposed by Cllr Tyler and seconded by Cllr Jasper with all in favour.</b></p> <p>The Clerk handed out copies of a Grants Policy, a Complaints Policy and a Privacy Policy for review and adoption at the February meeting. The Clerk has put a Privacy Notice on the website and also a Staff and Councillors Privacy Policy and urged the Members to look at this.</p>	Clerk
10	<b>Footpaths.</b> Nothing to discuss	
11	<p><b>Highway Matters.</b></p> <p>It was reported that Landers Lake was flooded but this was due to extreme weather and was a one-off.</p>	
12	<p><b>Climate Change</b></p> <p>Cornwall Council is offering guidance for Parish Councils. Cllr White said that, as a start, it would be good to engage with the school and Cllr C Newbery said that she will make contact and find out what is already being done. Cllr Parsons said that there are some good community groups already looking at climate change for their areas.</p>	CN
13	<p><b>Play Areas and Open Spaces</b></p> <p>The catch on the gate at Lewannick was loose, as reported by Cllr Tyler, and this has been repaired by Cllr White. The Leylandi trees are growing over towards the play equipment and the waste bin has not been used because of the weather.</p> <p>Polyphant – The gate catch is holding. The loose slat on the fence needs hammering back and Cllr Tyler will attend to this. As per the ROSPA Report the insides of some of the posts are rotting but there is no impact to the sturdiness of the structure; it was suggested that metal caps are made and put on the tops of the wooden posts.</p> <p>The Clerk will look at the list of benches for the Parish and find out where they are and see if refurbishment is needed, liaising with Cllr Jasper. The Clerk will also find more detail of non-slip resin.</p>	<p>CT</p> <p>Clerk</p> <p>SJ Clerk</p>
14	<p><b>Correspondence</b></p> <p>a) Email from resident re tree problem at Lewannick. It was agreed that this is not a Parish Council problem. Cllr White will take a look and cut it back where necessary.</p> <p>b) Email from Chair of Trevadlock Residents Society re various questions for response from Parish Council. Already covered in Public Participation, Item 5 of the agenda.</p> <p>c) The Clerk was asked to reply to the email sent by Mr Cressinger to Cllr White's personal email address in December.</p>	<p>MW</p> <p>Clerk</p>
15	<p><b>Finance</b></p> <p>a) <b>Payments.</b> It was <b>RESOLVED</b> to make the following payments as per the circulated schedule, <b>proposed by Cllr Finnimore, seconded by Cllr White with all in favour:</b></p> <p>Standing Order – E Cook, Clerk, December salary</p> <p>Chq 522036 – L Coles, locum clerk, salary office and expenses for December</p> <p>Chq 522037– HMRC, PAYE for E Cook and L Coles, December</p> <p>Chq 522038 – E Cook, final reconciliation for PAYE and holiday pay.</p> <p>Chq 522039 – Transfer of funds from Santander bank to Unity Trust bank for Lewannick Parish Council new account - £7550.00</p> <p>b) <b>Receipts.</b> None received.</p>	

	<p><b>c) Bank reconciliations.</b> No December bank statement was to hand for the bank account. The Clerk has balanced December payments to the Ledger and produced a report showing the balance of funds held as £9102.23. It was <b>RESOLVED</b> to sign the report as correct, <b>proposed by Cllr White, seconded by Cllr C Newbery with all in favour.</b></p> <p><b>d) Parish Council Notice Boards</b> A new lock has been fitted to the notice board at Polyphant and the keys are held by Cllr J Newbery and Cllr M White. There is no problem with the lock on the Lewannick notice board. New boards are not required.</p>	
<b>16</b>	<p><b>Any Other Business</b> Cllr Finnimore said that the PC is having more meetings and asked if the number could be reduced. Cllr Tyler asked about the document agreed as the response to PKF Littlejohn and whether it can be made public. This document will be made public once PKF Littlejohn has concluded the audit for 2018/19 and it has been ascertained that no further questions need answering. Cllr Tyler asked about the navigation of the PC website and whether recent changes can be highlighted so that people know where and when to look for them. The Clerk said that only minuted items are put on the website so the public et al can refer to the Minutes of meetings for new items being put up on the website. The agendas and accompanying papers are put up every time that there is a meeting.</p>	
<b>17</b>	<p><b>Items for the next agenda</b></p> <ul style="list-style-type: none"> <li>• Meeting dates for 2020/2021</li> <li>• Policies</li> <li>• Annual Parish Meeting, to discuss the format for the meeting.</li> </ul>	
<b>18</b>	<p><b>Date and time of the next Parish Council meeting</b> The next meeting of LPC will be held in Lewannick Village Hall on Tuesday 4<sup>th</sup> February 2020 commencing at 7.30pm.</p>	
<b>19</b>	<p><b>CLOSED SESSION. Pursuant to the Public Bodies (Admission to Meetings) Act 1960, members of the public and press were asked to leave and the Council moved in to Closed Session. Cllr Tyler also left the meeting.</b> The Clerk had received several complaints about the former Clerk and asked Council's guidance on replying to these, having already consulted CALC. The Clerk reported that CALC has advised that April could be too soon to appoint a new permanent Clerk and it suggests a further 6 month period for a Locum Clerk. Cllr Finnimore said that this would make sense. Linda Coles is agreeable to remaining in the locum post until 31<sup>st</sup> October 2020 at which time the post can be advertised. The Members were unhappy with some of the language used in the statement read out by the member of the public in item 5 of the agenda. The Clerk will seek guidance from CALC on the statement before it is put in the public domain.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>

There being no further business to transact the Chairman closed the meeting at 9.50pm

Signed.....Chairman

Dated.....

A copy of these Minutes can be found on the Parish Council website: [www.lewannickpc.org.uk](http://www.lewannickpc.org.uk)