

Minutes of the Virtual Lewannick Parish Council Meeting held using Microsoft Teams on Tuesday 16th March 2020 at 7.30pm

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

In Attendance: Linda Coles, Locum Parish Clerk, Cllr Adrian Parsons, Cornwall Councillor

There was one member of the public present.

Item No		Action By
1	Apologies Apologies were received and accepted from Cllr Tyler. Cllr Parsons apologised for late attendance. Cllr Jasper apologised for attending the meeting late due to problems with technology.	
2	Declarations of Interest a) Agenda Items. Cllr White declared an interest in item 6a) PA21/01200, the property belongs to a family member. b) Gifts. None declared.	
3	Consideration of written requests for dispensation. None received.	
5	Public Participation and Council's Response. (This item was brought forward due to the late arrival of Cllr Parsons to the meeting). No members of the public wished to draw any matters to Council's attention.	
6	Planning a) Planning applications received before the agenda was finalised: PA21/01200 , The White House, Old Hill, Lewannick, Launceston. Change of use of land from rural to residential, retention of decking, addition of window to west elevation and construction of carports. Cllr White left the meeting and Cllr C Newbery took the Chair. A discussion followed about the application and it was RESOLVED to support it, proposed by Cllr Sleep, seconded by Cllr J Newbery with all in favour. Cllr White returned to the meeting and resumed as Chairman. PA21/01395 Kellys Barn, Lewannick, Launceston. Listed Building consent to repair existing slate roof to former piggery outbuilding. It was felt that it would be nice to see this building repaired and preserved. It was RESOLVED to support the application, proposed by Cllr White, seconded by Cllr Finnimore with all in favour. b) Planning applications received after the agenda was published: none received. c) Planning decisions notified by Cornwall Council: PA20/11219 , Ivy House, Polyphant, Launceston. Proposed extension and conversion of existing studio/barn into residential accommodation, and creation of ground floor shower room in cottage. APPROVED PA20/11220 , Ivy House, Polyphant, Launceston. Listed Building application for proposed extension and conversion of existing studio/barn into residential accommodation, and creation of ground floor shower room in cottage. APPROVED PA21/00332 , Kents Barn, Kellys House, Lewannick, Launceston. Extension to stone barb building to provide a third bedroom, kitchen/dining space, and reconfiguration of the internal layout. APPROVED d) Other Planning Matters. None to discuss.	

4	<p>Unitary Councillor's Report. This item was taken up due to the arrival of Cllr Parsons to the meeting.</p> <p>Cllr Parsons said that the rates of COVID in Cornwall are testament to the residents of the County adhering to the regulations.</p> <p>Cllr Parsons reminded everyone that the CENSUS 21 forms must be completed by the 21st March 2021. If people want to declare their ethnicity as Cornish then they should tick the 'Other' box and complete in Cornish.</p> <p>Cllr Parsons said that he is disappointed that Cornwall has not been designated as a Priority 1 Area for funding, it has been given Priority 2 status which puts Cornwall behind a lot of places in the North of England.</p> <p>The problems at Plusha, which are being followed up by Altarnun Parish Council were discussed.</p> <p>Cllr Jasper joined the meeting.</p> <p>Cllr Parsons said that the Election Notice was displaying that Lewannick only had 7 seats and it should have been 10. He and the Clerk have chased this up and an apology has been received with confirmation that the Notice was misprinted.</p>	
7	<p>Minutes of the Meeting held on Tuesday 16th February 2021</p> <p>It was RESOLVED that the Minutes of the meeting held on Tuesday 16th February 2021 are a true record of that meeting, proposed by Cllr J Newbery, seconded by Cllr C Newbery with all in favour.</p>	
8	<p>Matters arising from the above Minutes</p> <p>Cllr Jasper asked about the Council using online banking and ceasing to issue cheques. It was pointed out that this had been agreed to when the Unity Trust bank account was set up but never followed through however, COVID has highlighted the problems of getting cheques signed and paid in to bank accounts. It is a very secure system, two signatories having to independently authorise online.</p> <p>The Clerk will chase Unity Trust regarding the log in details for some of the signatories as it appears that only Cllr J Newbery and Cllr D Parnell can log in.</p>	Clerk
9	<p>Conclusion of 2018/19 Audit and External Auditors Report</p> <p>The Clerk had circulated copies of the Conclusion of Audit Report 2018/19 to the Members. PKF Littlejohn LLP has concluded the Audit for 2018/19 and the report etc. can be viewed on the Parish Council website: www.lewannickpc.org.uk.</p> <p>The Clerk reported that the Conclusion of the Audit 2019/20 is in hand and it is hoped to have it by the end of March 2021. Cllr J Newbery raised the matter of Electors objections to the AGAR which have caused the delay.</p> <p>Cllr Finnimore left the meeting to deal with a farm issue.</p> <p>Cllr White, Chairman, was experiencing technical problems so Cllr C Newbery took the Chair.</p>	
10	<p>Elections</p> <p>The Clerk is hoping to receive some Election Packs in the next couple of days and these will be made available to Members to collect from Bovetown Farm, adhering to COVID Regulations. The nominations have to be received by Cornwall Council, Electoral Services, no later than 4pm on Thursday 8th April and must be hand delivered, details will be in the packs. Councillor White re-joined the meeting and took the Chair</p>	Clerk
11	<p>Footpaths.</p> <p>Nothing to report.</p>	
12	<p>Installation of Various New Bins in the Parish</p> <p>a) Replacement of Dog Bin at Beacon View, Lewannick. It was RESOLVED that the Clerk can purchase a Jubilee Bin (dual purpose) and set up a contract with BIFFA, once</p>	Clerk

	<p>agreement has been obtained from CRCC to divert the funding of a bin on the A30 to the purchase of this one. Proposed by Cllr Atkinson, seconded by Cllr White with all in favour.</p> <p>b) New Dog Bin for Trevadlock. Location for a bin was discussed and also the practicalities of getting it emptied. It was agreed that this will not be pursued at this time.</p> <p>c) New Salt Bin at Lewannick Village Hall. It was RESOLVED that the Clerk will purchase a new Salt Bin, which includes salt, for this site, a cost of £214.81+VAT. Proposed by Cllr Sleep, seconded by Cllr Atkinson with all in favour.</p>	Clerk
13	<p>Parish Cleaning</p> <p>It was RESOLVED that the Clerk will write to the contractor saying that his services are no longer required to clean the bus shelters and telephone kiosk. Proposed by Cllr C Newbery, seconded by Cllr Parnell with all in favour.</p>	Clerk
14	<p>Highway Matters</p> <p>Cllr Parnell said that Landers Lake was flooded again the other day and a car lost its engine in the middle. It was reported at the last meeting that Oliver Jones, Highways, will meet with the Parish Council to discuss the way forward with laying a pipe to divert the water, once lockdown restrictions permit.</p> <p>Cllr Finnimore returned to the meeting.</p>	
15	<p>Play Areas and Open Spaces</p> <p>Cllr C Newbery said that the area at Polyphant has been inspected and is fine. Cllr J Newbery has received a quote for cleaning Lewannick and Polyphant Play Areas, a cost of £350, but both areas will need to be closed for 24 hours. The work will consist of cleaning the play equipment and coating with preservative. It was RESOLVED that this quote is accepted and permission to go ahead be given to the contractor, proposed by Cllr Parnell, seconded by Cllr Atkinson with all in favour. It was agreed that a quote will be asked for to clean and preserve the Parish benches.</p> <p>The swing seat has split and a replacement, with chains will be £54.99. It was RESOLVED that this can be purchased, proposed by Cllr Parnell, seconded by Cllr Atkinson with all in favour. Cllr J Newbery will install the new seat.</p> <p>The Clerk said that an updated Tree Report is needed for Polyphant Green and she has contacted the person who produced the Report in 2019. The cost will be £425. It was RESOLVED that the Clerk commissions a new report, proposed by Cllr Atkinson, seconded by Cllr Jasper with all in favour.</p> <p>It was reported that the Leylandi at Lewannick need cutting back and also the trees beside the school. It was RESOLVED that the Clerk will contact the tree surgeon, Bees Trees, to meet with the Chairman to see what work needs to be done and to carry it out. Proposed by Cllr Atkinson, seconded by Cllr Finnimore with all in favour.</p>	<p>JN</p> <p>JN</p> <p>Clerk</p> <p>Clerk</p>
16	<p>Correspondence</p> <p>a) Letter from Western Power re tree trimming at Polyphant. The Clerk reported that she had contacted Western Power on the advice of Bees Trees to see whether they will carry out the necessary work to trim the Ash tree at Polyphant. Western Power is sending someone out to have a look to see what needs to be done.</p>	
17	<p>Finance</p> <p>a) Payments</p> <p>It was RESOLVED to make the following payments online at Unity Trust Bank. Proposed by Cllr Finnimore, seconded by Cllr Atkinson with all in favour. Cllr J Newbery and Cllr D Parnell will authorise the online payments:</p> <p>Online – L Coles, Clerk, February salary, office and expenses</p> <p>Online – HMRC Cumbernauld, Clerk's February PAYE</p>	

	<p>Online – PKF Littlejohn LLP, Standard charge for 2018/19 Audit - £240.00</p> <p>Online – PKF Littlejohn LLP, extra charges relating to 2018/19 Audit - £3358.50</p> <p>b) Receipts. None to report</p> <p>c) Bank Reconciliations. It was RESOLVED to approve the bank reconciliations as correct for February 2021, proposed by Cllr C Newbery, seconded by Cllr Jasper with all in favour.</p> <p>d) It was RESOLVED to APPROVE the payments made in 2018/19 totalling £7175.01 and listed on Appendix 1, attached to these Minutes, which were minuted at the meeting on 20th October 2020, proposed by Cllr Atkinson, seconded by Cllr C Newbery with all in favour.</p> <p>It was RESOLVED to APPROVE the payments made in May 2019 totalling £2439.60 and listed on Appendix 2, attached to these Minutes, which were minuted at the meeting on 20th October 2020, proposed by Cllr C Newbery, seconded by Cllr Atkinson with all in favour.</p>	
18	<p>Any Other Business</p> <p>There were no matters of interest brought forward.</p>	
19	<p>Items for the next agenda</p> <p>None brought forward.</p>	
20	<p>Date and time of next meeting</p> <p>The next meeting of Lewannick Parish Council will be held on Tuesday 20th April at 7.30pm via Microsoft Teams</p>	

There being no further business to transact the Chairman closed the meeting at 20.41hrs.

SignedChairman

Dated.....

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

APPENDIX 1 TO MINUTES OF MEETING 16th MARCH 2021

To retrospectively **RESOLVE** to **APPROVE** the payment of the following cheques, as Minuted at 20th October 2020 meeting.

Cheque Number	Date	Invoice Number	Payee	Amount £	LPC Minute Reference
904	17/04/18	34179	ROSPA Play Safety	180.60	20/10/20 Item 15 e)
906	15/05/18	Grant for Trevadlock graveyard	Launceston Area Methodist Circuit	500.00	20/10/20 Item 15 e)
907	15/05/18	Grant	Polyphant Methodist Church	500.00	20/10/20 Item 15 e)
911	19/06/18	Repayment	Groundworks	2349.17	20/10/20 Item 15 e)
912	17/07/18	13379	Launceston Print	48.00	20/10/20 Item 15 e)
913	17/07/18	Cleaning	R Morley	96.00	20/10/20 Item 15 e)
914	17/07/18	98253564	Cornwall Council	738.24	20/10/20 Item 15 e)
915	17/07/18	11,12,13	Darren Humber	1628.00	20/10/20 Item 15 e)
923*	16/10/18	13041	Launceston Print	190.00	20/10/20 Item 15 e)
924	16/10/18	Grant	Lewannick Church	500.00	20/10/20 Item 15 e)
925	16/10/18	Retiring Gift	Councillor	50.00	20/10/20 Item 15 e)
926	16/10/18	Retiring gift	Councillor	50.00	20/10/20 Item 15 e)
932	04/12/18	Legal Advice	Stephens and Scown	300.00	20/10/20 Item 15 e)
937	19/03/19	Repairs	Colin Moore	45.00	20/10/20 Item 15 e)
			TOTAL	£7175.01	
**938	19/03/19	Payment	Parish Clerk		20/10/20 Item 15 e)

*718/923	16/10/18 Listed as Cheque No. 718 wrongly, this cheque number does not exist but should read as Cheque No. 923 16/10/18. Minuted 20/10/20 Item 15 e) refers.				
**938	19/03/19 Payment to Clerk amount not public information according to GDPR				

RESOLVED to approve the above payments, **proposed by Cllr Atkinson, seconded by Cllr C Newbery, with all in favour.**

Minute Reference Item 17 d) Refers, 16th March 2021 Minutes.

APPENDIX 2 TO MINUTES OF MEETING HELD ON 16th MARCH 2021

To retrospectively RESOLVE to APPROVE the payment of the following cheques, as Minuted at 20th October 2020 meeting.

Cheque Number	Date	Invoice Number	Payee	Amount £	LPC Minute Reference
22000	21/05/19	41065	ROSPA Play Safety	189.60	20/10/20 Item 15 f)
22003	21/05/19	Grant	Launceston Area Methodist Circuit	500.00	20/10/20 Item 15 f)
22004	21/05/19	Grant	St Martin's Church	1000.00	20/10/20 Item 15 f)
22005	21/05/19	Grant	Polyphant Methodist Church	750.00	20/10/20 Item 15 f)
			TOTAL	£2439.60	

Reported and Minuted at the meeting held on 20th October 2020, Minute Reference Item 15 f) refers.

RESOLVED to approve the above payments, **proposed by Cllr C Newbery, seconded by Cllr Atkinson with all in favour.**

Minute Reference: Item No. 17 d) Refers, Minutes of 16th March 2021 Meeting.