

## **LANREATH PARISH COUNCIL**

Minutes of online Parish Council Meeting held on 16<sup>th</sup> June 2020

**Present:** Mr P Seaman – Chair, Mr R Pugh (County Councillor), Mrs E Lee, Miss J Tamblyn, Miss S Cave, Mr P Bartram, Mr D Pugh, Mr Steve Bird, Mr John Williams, Mrs R Warren (Clerk)

The Chair welcomed everyone to the Parish Council Meeting. The only declaration of interest was Mr R Pugh who has an invoice for payment under the finance section of the Agenda and he will not vote on that.

### **1. Proposal to hold an online Annual Parish Council Meeting**

The Chair referred to the guidance document issued by the Association of Democratic Officers that had been circulated to all Councillors, and advised that it was permissible to hold elections for officers in remote meetings online. Mrs E Lee proposed that the Annual meeting proceed, seconded by Miss J Tamblyn. No dissenters.

### **2. Apologies**

Mr Paul Meatyard. PCSO Cocks has not contacted the Chair or Clerk.

### **3. Annual Election of Parish Council Officers**

Chair – Mr P Seaman – proposed by Mr P Bartram, seconded by Mr J Williams. No dissenters. Chair accepted.

Vice-Chair – no one standing. Chair advised that without a vice-chair, in his absence at a meeting first order of business would be to appoint a Chair for that meeting.

Village Hall Representative – Mr J Williams, proposed by Miss S Cave, seconded by Mrs E Lee. No dissenters. Mr J Williams accepted.

Amenities Committee and Minibus Representatives – no one standing. There will be no specific Councillor with responsibility for these roles.

Shop and Post Office Representative – no one standing. The hope was expressed that Mr P Meatyard may be willing to offer his services in this regard.

### **4. Public Participation**

No requests from members of the public to attend this online meeting.

### **5. Representatives Reports**

Mr J Williams reported:

I have attended meetings with the Village Hall Committee for the past year in my capacity as elected representative for the Parish Council and my observations are as follows: -

At the AGM on June 10<sup>th</sup> 2019, officers for the previous year were re-elected. Peter and Crystal Starkey were able to secure funding from Viridor, for new tables, chairs and heaters for the Village Hall to the value of £17,000.00.

There has been an increase in the hourly rate for hiring the Village Hall from £7.00 per hour to £8.00 per hour, which began on Sept 1st 2019.

The rate had been held at £7.00 per hour for 10 years prior to the increase.

Due to a low turnout in May 2019 for a table top sale, it was decided to hold a Community Lunch with raffle in June of that year instead of more table top sales. This raised £272. A Big Breakfast made £622 and Bridget Clark donated £225 from her Garden Party. All these sums of money will go towards the Village Hall Extension.

The officers of the Village Hall Committee met and decided to offer Craig Holman a new 2-year Commercial Lease Agreement for Bar View which he accepted.

A meeting was called on Feb 10th 2020 regarding Bar View, because unfortunately Craig Holman felt unable to continue.

He has since been replaced by Dan and Kate Pulford, who took over a 3-year lease of the bar on March 1st 2020.

Sadly, Peter and Crystal Starkey have decided to retire after 9 years of service to the Village Hall. They will be a hard act to follow.

Up to this moment in time no further meeting has been held, due to Coved 19 restrictions.

#### **6. Minutes of meeting held on 19<sup>th</sup> May 2020**

These will be amended to include further details of points raised in respect of the communal garden, and then signed by the Chair. No dissenters.

#### **7. Matters Arising**

Community Garden – The Chair advised that he had written to Mr Andrew regarding proposed improvements to the garden and he had received a positive response. A question arose as to whether the use of the garden would be withdrawn by the owner in the event of him obtaining planning permission to develop the site, Chair advised that all correspondence regarding conditions of use are in the Parish Records.

Village Toilet Supplies – Chair advised that he had received an email from the Village Hall Treasurer who had inferred from the Minutes of the last meeting that there was a complaint of overcharging for toilet supplies. To clarify there was no criticism of the Village Hall and supplies would still be provided as previously. Mr R Pugh initiated a discussion regarding safety of the Cleaner of the toilet, and although risk of contracting the Covid 19 virus was felt to be minimal, the Chair advised that he would make enquiries and ensure that the Cleaner was taking all necessary precautions for his own safety. It was suggested that sanitiser and wipes should be provided, as well as a Notice regarding safety measures, and Chair will source supplies and draft a suitable Notice.

Millennium building weathervane – In the absence of Mr P Meatyard Mr J Williams was able to report that all funds have now been raised and the weathervane has been purchased from a local blacksmith. Mr P Meatyard will make arrangements for it to be fitted. The Parish Council wishes to thank Mr and Mrs Meatyard for their considerable efforts in this regard which are appreciated.

Horse chestnut tree – Millennium Green – Mr S Bird will take photographs of the tree while it is in full leaf.

Dog Waste Bin – Clerk reported that the Officers and Trustees of the Village Hall have had a meeting this week and decided to remove the old broken bin from the village hall

car park. It has been sealed up throughout lock down and is unusable in its present condition.

Cornwall Association of Local Councils Membership – there is cost for this and the Parish Council has not been a member for a number of years. Mr R Pugh made the observation that he is able to seek advice from County Hall and the legal team there. Membership of the Association is to be researched by the Clerk and a report presented to the Council next year.

SUEZ Connon Bridge site – There was an online presentation on 4<sup>th</sup> June after which the Chair raised a number of concerns with SUEZ

- Are the vehicle numbers likely to be greater on the B3359, and on the junction of the B3359 and the A390
- How will odour and liquid run off be managed

These were answered in terms that SUEZ research led them to predict reduced vehicle movements, 15 to 30 fewer per day. As for odour there had been no complaints previously and all tipping would be completed behind closed doors, with regular cleansing carried out. As for liquid run off this would be channelled into underground tanks which would be emptied from time to time.

There followed a discussion regarding roadside litter from vehicles going to the site, duplication of effort in moving bulky waste items from and returning them to Connon Bridge, and concerns regarding the status of the St Austell waste site. There was also mention of the County Council's decision not to mow verges and trim hedges due to wild flower habitat initiatives. The process of determining the outcome of SUEZ proposals is continuing and this Parish Council must await the next stage and see if concerns have been adequately dealt with.

Speed reduction Lanreath Village – After some discussion on this item it was agreed that the concerns regarding speeding through the village were not sufficiently strong to require costly, and essentially unenforceable speed reduction measures to be put in place.

Climate Change – Miss S Cave reported as to her further research into recycling and other measures regarding climate change. South Hill PC have a renewable energy initiative and she has requested more details. She will report in due course. There followed a discussion regarding provision of charging points for electric vehicles in the Parish and it was suggested that the PC should endeavour to ascertain whether there was any demand for this by seeking feedback from people in the Parish. Lanreath Parish residents are invited to contact their councillors or Clerk to advise if they consider charging points are required. It was suggested and agreed by all that this is a topic that must be kept alive with the Lanreath Village Hall Management committee.

Risk Assessment – the Chair reported that he had completed the Risk Assessment as required and that the Secretary to the Village Hall had advised that all user groups must carry out their own risk assessments. This being the case before Council meetings perhaps Chair and Clerk should carry out the RA by following a checklist. In addition, at the start of any meeting information regarding fire exits and other safety advice should be given. This was agreed. Chair thanked Mr S Bird for producing a checklist. Mr R Pugh proposed that the Risk Assessment be accepted and Mr J Williams seconded. No dissenters.

Insurance Policy Renewal – This has now been completed with thanks to Mr S Bird and Mr D Pugh for carrying out the play area inspections. Chair suggested that next year a number of quotes should be obtained and Clerk will diary this for attention.

Parish Clerk training – Clerk reported that she had joined SLCC but was yet to be advised of cost of this, and had registered for the ILCA course and completed and passed the first module.

Online banking – Clerk now has access to telephone banking and can obtain balances. It is problematic using cheques and so online banking will make payments easier. All agreed that this should be pursued.

Photographs of Councillors and Clerk - this had been proposed by a member of the Public, that there should be photographs of the Councillors and Clerk on the Notice Board at the Village Hall and outside the shop. Photographs are on the website, and

contact details on there and in the Lifestyle Magazine. Photos can be put up at the Village Hall but only need contact details for Chair and Clerk.

Football Pitch – There has been no further communication from Cornwall CC regarding this. Chair understands that further plans are being prepared after which there will be further consultation with the village. Review this topic at the next PC meeting.

## **8. Correspondence**

All correspondence was noted.

Cornwall Council:

Weekly Planning reports had been circulated by the Clerk. They are lengthy but every application and decision is listed alphabetically, for ease of reference. Discussion as to whether the reports should be published in the Lifestyle Magazine or a hard copy placed on the Council Notice board, but having them on the PC website was felt to be sufficient.

Other correspondence:

Email Cornwall Community Foundation seeking applications for financial assistance in case of hardship caused by the pandemic crisis. Email from the Queen's Birthday Honours office seeking nominations for persons who have given exceptional service during the pandemic. Both these will be uploaded to the PC website.

The information about the Councillor Advocate Scheme received from the Devon and Cornwall Police and Crime Commissioner's Office was not of interest to any of the Councillors.

There was a general discussion regarding the volume of emails sent to the Councillors, but it was agreed that they must see all correspondence, and the Clerk should circulate promptly, and advise of anything time sensitive.

## **9. Planning**

Update on PA 18-06911 regarding Woodsaws Farm. The planning decision had been appealed by the applicant and the appeal had been upheld against the County Council. Lanreath Parish Council had approved the application.

## **10. Policies and Procedures Review**

The Chair had prepared draft reviews of all policy documents and circulated these by email. Any amendments or alterations had been highlighted in red and explanation provided. In turn they were dealt with as follows:

### Financial regulations

Councillors agreed changes and sought confirmation that VAT that had not been reclaimed last year would be recouped if possible. Chair confirmed that the Clerk as Responsible Financial Officer would be required to attend to this. Proposed to accept. By Mr D Pugh, and seconded by Mrs E Lee. No dissenters.

### Standing Orders

Only changes were to register for online banking. Proposed to accept. By Mr R Pugh, seconded by Miss S Cave. No dissenters.

### Lanreath PC Code of Conduct.

### General Privacy Notice

### Recording of Meetings Policy

### Safeguarding of Children and Vulnerable Adults

## Lanreath PC Handling Complaints Policy

All the foregoing proposed to be accepted, as drafted, by Mr S Bird and seconded by Mr D Pugh. All in favour.

### **11. Annual Accounts**

The Chair reported that he had taken responsibility for preparing the 2019/20 accounts and the Annual Governance and Accountability Review (AGAR) in the absence of a Clerk, and it was clear that PC reserves were slowly being depleted. Total expenditure was some £500 more than income, something that will need to be addressed when considering the next Budget. Some of this would be recouped with the VAT reclaim referred to previously. It was noted that the precept had also been increased for this year having remained unchanged over the previous three years. As the Lanreath PC has a low income level an internal audit is acceptable under the relevant Local Audit Regulations and this has been carried out by Derek Hilton. All accounts will be uploaded to the PC website and the public will be provided with the opportunity to inspect the originals, and information as to how this can be done will be in a Notice on the website.

Chair asked for authority to sign off the accounts as approved, proposer Mr J Williams, seconded Miss S Cave. No dissenters.

### **12. Finance**

Outstanding payments requiring approval

Derek Hilton – assistance with annual accounts and audit	£135
Medisol – defib pads (reimburse Chair)	£114
BHIB – insurance premium (reimburse Chair)	£820.94
“The Clerk’s Manual” (reimburse Clerk)	£47.50
Clerk’s salary and expenses June (inc. ILCA course fee)	£446.80
Mr R Pugh – web site hosting	£186.46
Mr D Northcott – cleaning toilet	£100

Bank Balance as of 11<sup>th</sup> June

Deposit A/C 07083384	£4449.33
Current A/C 00105609	£3050.41
Millennium A/C 0605962	£2.24

Proposed by Mr P Bartram to authorise payments, and seconded by Mr J Williams, Mr R Pugh abstained, no dissenters.

### **13. County Councillor’s Report**

Mr R Pugh reported that there was now a regular bus service to the village and details are on the transport for Cornwall web site, but he will get some hard copy timetables printed for in the shop.

There had been a report of people camping in the Forest Cabins but having informed PCSO Cocks they had been told to go home. He has a mixed bag of issues he is dealing with for people in the Parish, such as housing. The County Council is seeking to ensure that each ward has contingencies to deal with snow/ice/flooding, but there are no specifics as yet.

Landscaping at Connon Bridge will start at the end of this month and the workers will have a campsite in a compound nearby.

Newquay Airport is due to open 4<sup>th</sup> July.

**14. Parish Problems**

Mr J Williams reported dog waste not being picked up on the football field, and on a neighbouring house's front garden, was a concern to residents of Rally Close. Chair suggested use of Report Cards to be posted to Cornwall Council.

Chair reported that he had observed that there appear to be extensive skid marks on the junction out of the village, on the Looe Road. This was something that had occurred some years ago when there was a spate of drivers performing donuts on the road to mark the circular marks, or "signatures". Although there has only been one isolated incident it is something that the village should report by calling 101 if they see or hear anything. This is a very dangerous activity on a junction and could result in a nasty accident.

One further matter reported to the Chair is a construction at a property on Meadow Road that appears to be in front of the building line. Chair will keep it under observation.

**15. Any Other Business**

Mr S Bird lead his fellow Councillors in thanking Mr P Seaman for carrying out the amendment and addition to the Policies and Procedures documentation, as well as completing the AGAR and 2019/20 accounts.

**16. Public Participation**

None

**17. Date and time of next meeting**

Online Tuesday 21<sup>st</sup> July 2020 at 7.30pm

The meeting closed at 22.10